



Committee of the Whole

February 1, 2022

8:30 a.m.

Hybrid

Zoom/Council Chambers, Town Hall
359 Main Street

Agenda

1. **Approval of Agenda**

2. **Approval of Minutes**

- a. Committee of the Whole Minutes, January 11, 2022
- b. Special Budget Committee of the Whole Minutes, January 20, 2022
- c. Special Budget Committee of the Whole In Camera Minutes, January 20, 2022

3. **Presentations**

- a. Judy Rafuse, Landmark East
- b. Brittany Mastroianni, Diversity Kings

4. **Public Input / Question Period**

PLEASE NOTE:

- Public Participation is limited to 30 minutes
- Each Person is limited to 3 minutes and may return to speak once, for 1 minute, if time permits within the total 30-minute period
- Questions or comments are to be directed to the Chair



- Comments and questions that relate to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred, but no decision has been made by Council, will not be answered.

5. Committee Reports (Internal)

6. CAO Report

7. Staff Reports for Discussion

- a. Info Report 005-2022: V2 Budget
- b. Info Report 003-2022: 3rd Quarter Financial Update
- c. Info Report 004-2022: Library/Town Hall Next Steps
- d. RFD 010-2022: Pace Policy
- e. RFD 008-2022: 606 Main Street DA Discharge
- f. Virtual Meeting Policy (Verbal Discussion)

8. Committee Reports (External)

- a. Valley Waste Resource Management (VWRM)
- b. Diversity Kings (DK)
- c. Recreation Task Force
- d. IMSA Working Group
- e. WBDC (verbal report)

9. Workshop Discussions

- a. Emergency Preparedness for Councillors (Dan Stovel)
- b. Communications Update and Discussion (Barb Shaw)

10. Public Input / Question Period



11. Regular Meeting Adjourned



Presentation to Wolfville Council

Feb 1st, 2022

Thank you for allowing us time to present to you this morning.

Landmark East School is the only day and boarding school in Canada for students with learning differences.

Landmark East is a not-for-profit, independent school, for students in Grades 3 to 12. Our students are largely from the Annapolis Valley area, however we have students from outside Nova Scotia and also international students. Currently 5 of our 60 students are from Wolfville.

Our students are bright, hardworking and committed to learning, albeit in a different way! All of our students have something in common....all have a diagnosed learning disability which we refer to as learning differences. Disability sends a negative message. Our students have great ability, but they must learn differently.

Classrooms in public school typically have 30-35 students with one teacher! There are between 2 and 4 kids per class with one type of learning disability or another in every classroom. One person cannot help those students, so they fall through the cracks. They may feel left out, being bullied, depressed or even suicidal and no longer want to attend school.

Class sizes at Landmark East range from 6 - 10 students which allows for individualized programming.

To enhance the student experience at Landmark East now and far into the future, we are embarking on a \$3.5 million Capital Campaign. This campaign is appropriately named Building on Success. This project includes a new building right on Main Street and much needed upgrades to the existing classrooms.

The new building will house a gymnasium, kitchen and cafeteria / performance centre. These spaces will be available for community use, especially during evenings, weekends and school breaks when not needed by Landmark. Because we have a full kitchen and residence space, we can attract sporting and entertainment groups throughout the summer months.

Research is proving that students with learning differences need particular types of learning tools to increase their interest and engagement while lessening their distractions. This includes stand up desks, calming chairs and bouncy bands.

Major Donors to date:

Rotary clubs of the Annapolis Valley
Sobeys Foundation
John & Judy Bragg Family Foundation
Edwards Family Foundation
Arthur & Sandra Irving
Tartan Foundation

Potential Donors:

Province of Nova Scotia
Government of Canada
Municipality of Kings County
Town of Kentville
Town of Berwick
Alumni
Various Foundations
Private Donors

Wolfville is a mosaic of so many unique features. Landmark East adds to that mosaic. There are no other schools in Nova Scotia, or in fact, in Canada like Landmark East!

As you can see in the Landmark East Fast Facts that we have shared with you there are many benefits to strengthening this small, but important school. Landmark East school has 44 employees whose wages are cycled back into the community. We contribute significantly to local businesses by sourcing goods and services. Landmark East attracts families to our area and over the past 5 years, 10 families relocated here from outside of NS so their child could attend Landmark East. Visiting families stay in inns and hotels, dine in restaurants, shop in the area and take advantage of local amenities.

CAO REPORT

February 1, 2022

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Information Updates

Wolfville Blooms as an information portal

Our engagement platform has grown again with the addition of new project pages, designed to welcome our community into our varied municipal projects. Using plain language, supporting documents and interactive tools, the project pages aim to keep residents up to date, while providing foundational knowledge to build a better level of comfort and understanding in the community.

New project pages include Business Licensing By-law, Landlord and Tenant Information, and Short-term rentals. The Community Alcohol Strategy also has a project page that will provide updates on the working group's progress as they continue to develop and deliver the draft strategy.

Budget 22/23

Staff reviewed the Draft Town 2022/23 Operating and Capital Budget V1 at an all-day Committee of the Whole meeting on January 20th, with V2 of the budget planned for the February 1st COW meeting. A Budget section has been launched on Wolfville Blooms and will be updated as the budget process continues thru to March. Through the Blooms project page, community members can ask specific budget questions and make suggestions. This feedback will be shared with Council.

Property Valuations Services Corporation has issued the 2022 Assessment Roll throughout the province, and that data is now helping to inform Council's 2022/23 budget process.

Heritage Day Activities

Heritage Day in Nova Scotia is a provincial holiday celebrated on the third Monday in February, replacing the Family Day Holiday. The focus of the holiday for 2022 is the Landscape of Grand Pré.

To help our community stay active and busy during the holiday weekend, our rec staff are creating free family fun kits that include a bingo card full of activities for community members to complete. The card includes both outdoor and indoor activities that can support physical and mental health. Rec staff will be challenging community members to complete as many of the activities as possible during the holiday weekend with prizes to be won for those who like to be competitive.

Colouring sheets of the monuments at Grand Pré, crayons and traditional Acadian food recipes will also be included in the kits. Activity kit pick-up locations and dates will be announced via social media closer to the holiday.

CAO REPORT

February 1, 2022

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Wolfville Switch

The Switch Program (a PACE program largely funded by an FCM Loan/Grant agreement) has effectively hit the maximum program budget thresholds. Over twenty projects have been approved since the first week of January, bringing the total approved project values close to \$1 million dollars (note the FCM program provides loan facilities to the Town for up to 80% of project values, or in other words the \$839,084 temporary borrowing threshold approved by Council in December).

The Town has processed payments to contractors on six of the projects, with more certificate of completions expected in the coming weeks/months. The Town has received the signed funding Agreement back from the FCM, and staff will now begin the process of submitting interim claims to the FCM for both loan dollars (the \$839,084) and grant dollars to cover operating costs incurred by the Town over the last year.

Compliance

Continuing to message our winter parking ban, Compliance officers have started visiting local businesses to ensure that patron cars are parked in the correct location, especially during storm events. Parking ban information continues to cycle on our social media channels, it is highlighted on the front page of our website and details will now also be shared on the Acadia University electronic billboard.

Snow Removal

The Public Works crew faced numerous challenges with winter plowing operations in January after two heavy snowfalls, including extreme temperature swings, new staff and equipment failures. We will continue to make adjustments as the winter storm season continues and we are committed to delivering a higher level of service as a team and feedback can be directed to the Director of Engineering and Public Works.

Capacity Studies

Capacity studies for the water and sewer utilities are ongoing. The preliminary indication for the sewer treatment plant is that it is already at capacity and requires a third lagoon for expansion.

CAO REPORT

February 1, 2022

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Third Quarter Financials

The Third Quarter Financial Update was reviewed at an Audit Committee meeting on January 21st, with the report included for your review in the February COW agenda package. Current forecasts show the Town expecting a small surplus, with Water Utility slightly better than the budgeted deficit.

COVID-19

As the virus continues to spread in our community, we are starting to experience the anticipated impact to service delivery as workers stay home, sick with the virus, or stay home to complete isolation.

Our workforce remains flexible with those who can, working from home. For those who are not able to work remotely, additional safety precautions are being recommended, including double masking and always maintaining a safe distance from coworkers.

The open or closed to the public status of our worksites is being assessed on an on-going basis to ensure we hit the right balance of access to the public and workplace safety.

Accessibility

Work continues on the review and update of the Town's Accessibility Plan, with the next meeting scheduled for February 14th. Staff will be looking to creating a presence on the Wolfville Blooms platform to help engage the community with development of the second version of the Town's Plan to improve accessibility in all aspects of the Town's operations.

Upcoming Events

- Overnight parking restrictions are now in effect.
- Heritage Day is February 21st

INFORMATION REPORT 005-2022

Title: 2022/23 Draft Budget V2

Date: 2022-02-01

Department: Finance



SUMMARY

Draft 2022/23 Budget Version 2

This Information Report and attachments deal with V2 of the Town's draft 2022/23 budgets. Version 2 includes changes based on direction from Council on selected items, as well as further refinement of estimates by staff. Although limited in number of changes, those that have been incorporated into V2 have resulted in a revised shortfall, now sitting at \$53,300. Although not quite balanced, this result keeps a balanced V3 within reach. There have been years where a V4 iteration was required before a balanced result was achieved.

The review of the budget at the February COW meeting will include;

- Review of changes made to Town Operating Budget from V1 to V2
- Discussion/decisions on further changes to the draft budget
 - Impact of tax rate options
 - Other options
- Review of draft Ten Year CIP/Capital Budget
- Review of Wolfville Water Utility Budget
- Review of selected information not covered during January 20th Special COW
- Review of selected decision points, reaffirming or establishing clear direction heading towards V3. This could involve adding and/or eliminating budget items.

The focus with Draft Budget V1 was review of what changed from the approved 2021/22 Budget to draft 2022/23 V1 budget. The focus now is on changes from V1 to V2, and decisions/direction needed to get to a balanced V3. Work on the multi-year assumptions will continue through the month of February to enable V3 to include the 4-year financial projections.

The Operations Plan is currently being worked on and is not yet available.

Ultimately the process should lead to a Request for Decision (RFD) for the regularly scheduled March COW meeting.

INFORMATION REPORT 005-2022

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1) CAO COMMENTS

Nothing added at this point. Comments to be incorporated into the RFD seeking approval of a budget, expected with V3 to be presented in March.

2) REFERENCES AND ATTACHMENTS

- Council Strategic Plan
- Draft 2022/23 Town and Water Operating & Capital Budgets V2 (attached)
- Info Report 002-2022 Draft Budget V1 (Jan 20 Special COW)
- Info Report 006-2021 Fiscal 2022/23 Budget Process (Nov 25 Special COW)
- 2021/22 Quarterly Financial Updates

3) DISCUSSION

This will be Council's second look at the Town's full draft Operating Budget, with several decision points reviewed at the January 20th Special Committee of the Whole meeting. There has been limited time for staff review of all issues discussed on January 20th, and as such staff will be seeking additional direction during review of V2 attached to this information report. Effectively there has been less than a week to adjust budget estimates between January 20th and preparation of the agenda package for the February 1st meeting.

It should also be noted that the draft budget document now also includes the 2021/22 financial forecast estimates. These were not included in V1 as the data had not been finalized when the agenda was pulled together for the January 20th meeting. The forecast estimates were part of the 2021/22 3rd Quarter Financial Update presented at the January 21st Audit Committee meeting. That report is now also included in the February 1st COW agenda. The forecast results can in some instances be helpful in reviewing budget estimates for the upcoming year.

The Water Utility Budgets are also now included in the draft budget document. These were not available at the January 20th meeting last week.

Town Operating Budget

As noted on the summary page above, the budget shortfall has been reduced to \$53,300. This puts a balanced budget within reach, however further input/direction from Council is key. The goal isn't simply to achieve a balanced budget, it is to achieve that financial result while incorporating resources to ensure the Town continues to be able to achieve the objectives of Council's 4 year Strategic Plan. Some of the information to be reviewed during the February 1st COW meeting will be to revisit and reaffirm direction on topics previously discussed, while other information will be reviewed for the first time this year with a goal to clarify what direction Council may want to take.

INFORMATION REPORT 005-2022

Title: 2022/23 Draft Budget V2

Date: 2022-02-01

Department: Finance



The following table shows the summary of changes made from V1 to V2 of the draft budget. Note for purposes of the summary table, increased revenue estimates are shown as positive values, i.e. helping to reduce the “negative” deficit. For expenses, increased values are shown as negative values, i.e. causing the “negative” shortfall to be larger.

Shortfall V1		(142,800)
<u>Revenue Changes</u>		
Sale of Services - Fire service	6,800	
	<hr/>	6,800
<u>EXPENSES</u>		
Legal	4,000	
Operational Equipment & Supplies	10,000	
Partner Contributions - Prov. Education	8,700	
	<hr/>	22,700
<u>Capital Program & Reserves</u>		
Transfer from Operating Reserves		60,000
Net Surplus (Deficit) V2		<u>\$ (53,300)</u>

As noted there were limited changes incorporated.

- The increase in Sale of Service revenue relates to the Towns sale of fire services to the County of Kings. The Wolfville Fire Department provides service outside the Town’s boundaries and in fact the ratio of calls within and without the town boundary is around 50/50. The noted change above is simply a refinement of the expected revenue from the County based on the service agreement the Town has with the County.
- The drop in legal fees is a small adjustment to that line item in the Police Service Department. This particular line item relates to cost of prosecution as billed by the province. It can vary from year to year and the V2 budget estimate has been adjusted to a value reflecting the 2021/22 year end forecast.
- The change in operational equipment & supplies resides in the Public Works Roads & Streets Department. The allowance for winter salt was reduced from \$80,000 to \$70,000. This is to bring the budget estimate back in line with the 5 year average of around \$65,000 to \$68,000

INFORMATION REPORT 005-2022

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annual cost. There is some risk to this type of reduction in budget estimate. Winter conditions can vary from year to year. The actual spending in the past decade has varied from a low of under \$50,000 to a high of \$83,000. Price changes have had some impact, however volume of salt needed has been a larger factor.

- The estimated contribution to provincial education system has been adjusted downwards. Initial data used from the municipal units in Kings region had an error in one of the Uniform Assessment (UA) values. That had yielded an indication that the overall UA rose more than 3%. In follow up work in the past week, the error was identified and the overall UA increase now looks to be just under 2%. The budget estimate was therefore changed to reflect this factor. As noted every year, this particular budget line item is subject to late changes once the student enrolment #'s are provided by the Annapolis Valley Regional Centre for Education.
- The use of Operating Reserves to fund a portion of expected spending in 2022/23 has been increased in V2 of the draft budget. The breakdown of use (some \$315,000) now looks like:

Use of Reserves	
Offset portion of RCMP Increase	120,000
Offset portion of Street maintenance	65,000
Offset cost to refurbish boxcar	30,000
Offset portion of Library Repairs	20,000
Offset added inter Municipal projects	80,000
	315,000

As part of the PowerPoint presentation to be used on February 1st, staff will discuss each of the changes noted above to ensure Council is in agreement with the proposed approach and/or estimates. Additional information will also be presented on a number of other issues/decision points. These will include:

- Grants to Organizations, showing a breakdown of organizations receiving grants, proposed to receive grants, and any dollars left over in the budget to allow for requests such as the recent Stage Prophets request referred to budget process.
- New staff positions discussed on January 20th. This includes addition of a position to the Water and Sewer Treatment operators, new permanent community planner position in Planning Dept. and a part time position at Town Hall.
- Proposed change to pension plan. Consider 2 year phase approach to implementation.
- Option related to the Business Development Area rate, including continued support of WBDC
- Pickleball and options for the 2022/23 CIP.

INFORMATION REPORT 005-2022

Title: 2022/23 Draft Budget V2

Date: 2022-02-01

Department: Finance



- Development of a Parks long term master plan. Discuss options for a path forward, including what impact may need to be built into the draft budget.
- Active Transportation network (AT)
 - Reconfirm direction already underway for Highland Avenue, including the AT component.
 - Overview of what is in the CIP currently for components of AT Network and possible additional components within the next 6 years by accessing infrastructure grant(s).
- Review tax rates.
 - As noted in V1 of the budget, there is a proposed \$0.0175 drop in the residential rate. This was to keep the tax increase to within cost of living (COLA) for the majority of property owners.
 - Options for the commercial rate still exist.

Staff will also look to show where the budget links to the Council Strategic Plan to help ensure priorities do not get lost in the dollar discussions. With productive discussion staff believe direction coming out of the February 1st meeting should enable a balanced budget V3 by the March COW meeting.

Town Capital Budget

Typically by February there are limited changes involving the ten year capital investment plan (CIP), and what changes are made tend to be related to tweaking cost estimates and discussing shortfall in long term funding model. This year is different. As noted at the January 20th Special COW Meeting, the funding model continues to look fully funded over the next ten years. This year further discussion and direction from Council is sought related to specific projects (e.g. pickleball) and opportunities for some projects (e.g. AT network). Staff anticipate most of the key changes will relate to Years 2 thru Year 7 of the CIP, with limited change to year 1 (2022/23).

Water Utility Operating and Capital Budget

As noted earlier, the Water Utility budget estimates have been included in V2 of the overall budget document. Typically the Utility budget has fewer decision points for Council, as the revenue side is driven by UARB approved rates and the expenditure side is tied to ensuring adequate allowance is made to ensure a healthy water supply to customers.

This years budget will reflect a key change in staffing requirements. This was briefly discussed at the January 20th Special COW meeting, but will be revisited in relation to the Utility budget. At this stage, the budget estimates require further review by staff, but significant changes are not anticipated.

INFORMATION REPORT 005-2022

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4) FINANCIAL IMPLICATIONS

No key discussion needed in this section of the report at this time. The March RFD will include highlights of possible budget risks associated with decisions built into the budget.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Staff will review key links to the Strategic Plan during the presentation at the February 1st meeting, and once drafted the Operations Plan will provide more specific links.

6) COMMUNICATION REQUIREMENTS

The Town has launched a section on the Wolfville Blooms site to keep the public informed on the budget process. As Council is aware, the Blooms platform also provides an opportunity for public feedback to be posted and ultimately inform Council as they work towards a final budget plan by end of March.

7) FUTURE COUNCIL INVOLVEMENT

Council will be formally involved in at least one more COW meeting to consider an RFD seeking approval of a final balanced budget document. Any additional meetings beyond this have not yet been identified and may not be needed.

OPERATING & CAPITAL DRAFT BUDGET V2

TOWN OF WOLFVILLE

FISCAL 2022/23

February 1st Committee Of The Whole



A cultivated experience for the mind, body, and soil

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**Town of Wolfville
2022/23 Operating Budget
All Divisions**

Changes V1 to V2

	2022/23	2021/22		2020/21	
	Budget	Forecast/Actual	Budget	Actual	Budget
REVENUES					
Taxes and grants in lieu of taxes	\$ 10,290,400	\$ 9,977,200	\$ 9,724,500	\$ 9,681,868	\$ 9,546,000
Sale of service/cost recoveries	981,600	955,000	929,800	871,659	979,400
Sewer Rates	620,000	528,200	509,000	422,283	451,500
Provincial, Federal & other grants	98,600	216,000	98,600	381,491	175,200
	11,990,600	11,676,400	11,261,900	11,357,301	11,152,100
EXPENSES					
Salary and wages	2,346,900	2,035,100	2,227,100	2,009,472	2,064,700
Employee Benefits	568,500	457,000	443,300	422,240	411,000
Seasonal/Term Wages	370,900	457,000	370,200	383,974	556,300
Employee Benefits Seasonal wag	65,000	48,400	58,500	39,280	80,300
Meetings, Meals and Travel	22,300	15,800	24,000	7,404	25,600
Professional Development	76,700	47,600	66,900	51,354	95,000
Membership Dues & Fees	19,600	18,800	19,600	17,660	15,800
Advertising	21,000	7,100	27,800	13,573	32,900
Telecommunications	36,100	34,000	38,300	36,542	47,400
Office Expense	57,000	54,400	57,600	43,397	66,000
Legal	46,700	84,000	52,700	61,758	42,700
Insurance	183,700	149,300	154,500	114,710	96,000
Marketing and Communications	5,500	4,600	4,500	-	3,400
Audit	22,200	22,500	21,500	23,603	20,000
Stipends & Honorariums	215,300	200,300	207,900	200,067	205,400
Miscellaneous	1,900	3,200	1,400	2,706	2,600
Heat	27,000	29,600	26,200	18,539	28,500
Utilities	180,400	181,900	138,200	121,609	124,600
Repairs and Maintenance - buildings	106,500	175,300	136,600	58,930	108,800
Vehicle Fuel	53,500	49,400	47,700	32,300	50,400
Vehicle Repairs & Maintenance	152,900	153,500	144,100	143,381	140,800
Vehicle Insurance	19,600	19,100	19,200	12,630	11,900
Operational Equip & Supplies	533,600	547,600	563,100	539,894	598,300
Equipment Maintenance	10,000	12,000	10,000	18,639	10,000
Equipment Rentals	10,000	26,700	5,000	2,657	-
Program Expenditures	88,500	131,700	80,100	65,183	77,600
Contracted Services	2,969,000	2,725,400	2,693,600	2,603,765	2,635,600
Grants to Organizations	130,000	193,000	154,200	170,350	245,200
Licenses and Permits	3,400	3,200	3,300	3,690	3,300
Tax Exemptions	114,200	109,200	111,800	103,301	112,500
Election	-	-	-	24,797	35,000
Partner Contributions	1,963,400	1,732,800	1,823,900	1,583,528	1,767,100
Other debt charges	10,000	13,900	10,100	20,702	10,300
Doubtful accounts allowance	2,500	2,500	2,500	-	2,500
	10,433,800	9,745,900	9,745,400	8,951,635	9,727,500
Net Operational Surplus (Deficit)	1,556,800	1,930,500	1,516,500	2,405,666	1,424,600
Capital Program & Reserves					
Principal Debenture Repayments	662,800	601,800	601,800	562,886	562,900
Debenture interest	189,300	168,200	180,400	168,315	162,400
Principal/Interest Future Debt	-	-	-	-	-
Transfer to Operating Reserves	5,000	5,000	5,000	5,000	5,000
Transfer to Capital Reserves	809,000	769,900	769,900	740,300	740,300
Transfer to Cap Reserve - Fire Equip	259,000	259,000	259,000	259,000	259,000
Transfer to Capital Fund	-	-	-	131,231	-
Transfer from Operating Reserves	(315,000)	(32,000)	(234,600)	-	(305,000)
Transfer from COVID Reserve	-	-	(65,000)	-	-
	1,610,100	1,771,900	1,516,500	1,866,732	1,424,600
Net Surplus (Deficit)	\$ (53,300)	\$ 158,600	\$ -	\$ 538,934	\$ ↑

Town of Wolfville
Operating Budget ~ Tax Revenue Requirement
2022/23 Operating Budget

		BUDGET		
		Current Yr 2022/23	Required Increase	Prior Yr 2021/22
<i>Total to be funded by Property Tax Rates</i>		8,385,400	613,800	7,771,600
			7.90%	
		Budget 2022/23	\$ Increase	Budget 2021/22
RESULTING TAXES				
Residential ~ No Change to Rate	1.4575	6,967,900	486,900	6,481,000
Resource	1.4575	14,100	600	13,500
	Subtotal from residential sector	<u>6,982,000</u>	<u>487,500</u>	<u>6,494,500</u>
			7.51%	
Commercial	3.585	1,350,100	73,000	1,277,100
	Subtotal from commercial sector	<u>1,350,100</u>	<u>73,000</u>	<u>1,277,100</u>
			5.72%	
TOTAL		<u>8,332,100</u>	<u>560,500</u>	<u>7,771,600</u>
			7.21%	
Revenue surplus (shortfall)		(\$53,300)		\$0
Overall Increase in Tax Revenue			7.21%	

Tax Rate Change Assumption

Residential - 1 cent increase	1.458	1.475
Commercial - 1 cent increase	3.585	3.585

BUDGETED TAXABLE ASSESSMENTS (net of allowance for appeals)

Residential	8.80%	478,068,800	439,388,400
Commercial	5.72%	37,660,200	35,623,600
Resource	5.62%	965,300	913,900
Business Occupancy		-	-
TOTAL		<u>516,694,300</u>	<u>475,925,900</u>

2019 PVSC ASSESSMENT ROLL

	Per Roll (net of Cap)	Allowance For Appeals & Bus Closings & Adjustments	Expected Taxable Assessment
Residential	479,068,800	(1,000,000)	478,068,800
Commercial	37,660,200	-	37,660,200
Resource	965,300	-	965,300
TOTAL	<u>517,694,300</u>	<u>(1,000,000)</u>	<u>516,694,300</u>

**Town of Wolfville
Draft 2022/23 Budget V2
All Divisions
V1 to V2 Changes**

Shortfall V1		(142,800)
<u>Revenue Changes</u>		
Sale of Services - Fire service	6,800	
		6,800
<u>EXPENSES</u>		
Legal	4,000	
Operational Equipment & Supplies	10,000	
Partner Contributions - Prov. Education	8,700	
		22,700
<u>Capital Program & Reserves</u>		
Transfer from Operating Reserves		60,000
Net Surplus (Deficit) V2		\$ (53,300)

Draft V2

**Town of Wolfville
2022/23 Operating Budget
General Government Division**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Residential & resource taxes	6,982,000	6,511,200	6,494,500	6,373,812	6,373,800
Commercial taxes	1,440,400	1,371,400	1,363,400	1,356,684	1,345,600
Deed Transfer Tax	400,000	629,500	400,000	521,791	340,000
Business development area rate	100,000	100,700	100,000	30,355	100,000
Grant in lieu of taxes	971,900	970,500	970,500	1,008,067	990,500
Kings County Fire Protection	140,800	143,800	141,200	143,043	141,200
Cost recoveries	122,300	108,000	107,900	109,400	109,400
Interest on investments & o/s taxes	97,000	95,800	92,000	71,173	117,000
Other revenues	68,500	71,100	68,500	(8,221)	68,500
Equilization Grant	70,000	139,800	70,000	69,869	70,000
Farm Acreage Grant	1,200	1,200	1,100	1,194	1,100
PNS conditional grants	-	-	-	124,701	-
	<u>10,397,900</u>	<u>10,146,800</u>	<u>9,812,900</u>	<u>9,805,368</u>	<u>9,660,600</u>
EXPENSES					
Salary and wages	688,300	619,100	644,000	686,550	629,300
Employee Benefits	170,700	129,800	133,300	129,272	128,600
Seasonal Wages	-	10,300	12,000	-	50,000
Employee Benefits Seasonal wag	-	1,000	1,200	-	5,000
Meetings, Meals and Travel	7,400	4,900	6,700	670	10,100
Professional Development	61,700	36,700	51,900	37,755	80,000
Membership Dues & Fees	8,700	8,900	8,800	10,024	7,000
Advertising	8,400	6,400	8,500	9,268	7,900
Telecommunications	12,700	11,700	14,900	14,692	16,800
Office Expense	30,600	33,000	30,600	26,983	36,800
Legal	22,500	39,400	30,000	28,946	15,000
Insurance	176,200	143,700	147,000	110,894	90,000
Marketing and Communications	2,000	3,400	1,000	-	2,400
Audit	22,200	22,500	21,500	23,603	20,000
Mayor and Council Remuneration	174,300	167,500	167,500	166,050	167,000
Miscellaneous	1,900	2,300	1,400	2,706	2,600
Heat	15,000	16,300	15,100	10,845	15,400
Utilities	5,700	5,500	5,700	5,193	5,700
Repairs and Maintenance	18,000	51,600	20,000	20,505	23,000
Operational Equip & Supplies	117,900	105,600	122,000	94,527	99,600
Program Expenditures	11,000	64,000	12,000	-	2,000
Contracted Services	91,900	60,300	91,100	27,829	95,000
Grants to Organizations	55,000	128,500	73,900	122,000	145,500
Tax Exemptions	114,200	109,200	111,800	103,301	112,500
Election	-	-	-	24,797	35,000
Other debt charges	10,000	13,900	10,100	20,702	10,300
Doubtful accounts allowance	2,500	2,500	2,500	-	2,500
	<u>1,828,800</u>	<u>1,801,200</u>	<u>1,744,500</u>	<u>1,677,112</u>	<u>1,815,000</u>
Net Division Surplus (Deficit)	<u>\$ 8,569,100</u>	<u>\$ 8,345,600</u>	<u>\$ 8,068,400</u>	<u>\$ 8,128,256</u>	<u>\$ 7,845,600</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	<u>-</u>	<u>-</u>	<u>47,600</u>	<u>-</u>	<u>190,000</u>
Net Surplus (Deficit)	<u>\$ 8,569,100</u>	<u>\$ 8,345,600</u>	<u>\$ 8,116,000</u>	<u>\$ 8,128,256</u>	<u>\$ 8,035,600</u>

**Town of Wolfville
2022/23 Operating Budget
Legislative ~ 110**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
TOTAL REVENUE	-	-	-	-	-
EXPENSES					
Employee Benefits - CPP & EAP	6,600	6,100	6,600	5,086	6,500
Meetings, Meals and Travel	5,000	2,400	4,300	-	6,100
Professional Development	21,700	1,700	16,900	12,009	25,000
Membership Dues & Fees	6,100	5,900	6,100	4,702	5,000
Advertising	300	-	300	391	300
Telecommunications	2,400	2,200	3,400	2,603	3,500
Stipends & Honorariums	174,300	167,500	167,500	166,050	167,000
Miscellaneous	1,700	2,200	1,200	2,017	2,200
Contracted Services	-	-	-	-	-
	<u>218,100</u>	<u>188,000</u>	<u>206,300</u>	<u>192,858</u>	<u>215,600</u>
Net Department Surplus (Deficit)	<u>\$ (218,100)</u>	<u>\$ (188,000)</u>	<u>\$ (206,300)</u>	<u>\$ (192,858)</u>	<u>\$ (215,600)</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus				-	
Net Surplus (Deficit)	<u>\$ (218,100)</u>	<u>\$ (188,000)</u>	<u>\$ (206,300)</u>	<u>\$ (192,858)</u>	<u>\$ (215,600)</u>

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Town of Wolfville
2022/23 Operating Budget
Office of the CAO/General Gov't Administration

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual Restated	Budget Restated
REVENUES					
Cost recoveries from Water Util	-	-	-	-	-
Cost recoveries from Sewer Dept	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-
EXPENSES					
Salary and wages	261,100	236,500	258,700	314,580	253,800
Employee Benefits	56,200	42,100	49,800	55,604	47,200
Term/Seasonal Wages	-	-	-	-	50,000
Employee Benefits Seasonal wag	-	-	-	-	5,000
Meetings, Meals and Travel	1,000	2,000	1,000	290	2,500
Membership Dues & Fees	1,800	2,000	1,900	4,321	1,200
Advertising	7,900	5,600	8,000	8,199	7,200
Telecommunications	2,300	2,100	3,500	3,216	3,300
Office Expense	1,200	700	1,200	837	1,200
Legal	15,000	33,600	15,000	16,303	10,000
Marketing and Communications	2,000	2,000	1,000	-	2,400
Miscellaneous	-	100	-	50	-
Program Expenditures	11,000	-	12,000	-	2,000
Contracted Services	55,000	7,300	55,000	3,129	50,000
Election	-	-	-	24,797	35,000
	<u>414,500</u>	<u>334,000</u>	<u>407,100</u>	<u>431,326</u>	<u>470,800</u>
Net Department Surplus (Deficit)	<u>\$ (414,500)</u>	<u>\$ (334,000)</u>	<u>\$ (407,100)</u>	<u>\$ (431,326)</u>	<u>\$ (470,800)</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	110,000
Net Surplus (Deficit)	<u>\$ (414,500)</u>	<u>\$ (334,000)</u>	<u>\$ (407,100)</u>	<u>\$ (431,326)</u>	<u>\$ (360,800)</u>

**Town of Wolfville
2022/23 Operating Budget
Human Resources ~ 130**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Miscellaneous	-	-	-		
Other conditional grants	-	-	-		
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXPENSES					
Salary and wages		-	-	55,000	-
Employee Benefits	11,000	8,100	9,000	10,424	9,000
Meetings, Meals and Travel	900	400	900	159	900
Professional Development	40,000	35,000	35,000	25,746	55,000
Membership Dues & Fees		300		297	
Advertising		800		678	
Office Expense		5,000	-	255	-
Legal	7,500	5,800	15,000	12,643	5,000
Operational Equip & Supplies	10,000	9,700	10,000	20,757	9,600
Contracted Services	-			-	
	<u>69,400</u>	<u>65,100</u>	<u>69,900</u>	<u>125,959</u>	<u>79,500</u>
Net Department Surplus (Deficit)	<u>\$ (69,400)</u>	<u>\$ (65,100)</u>	<u>\$ (69,900)</u>	<u>\$ (125,959)</u>	<u>\$ (79,500)</u>

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**Town of Wolfville
2022/23 Operating Budget
Finance ~ 140**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Tax Certificates & ByLaws	1,800	2,600	1,800	1,650	1,800
Cost recoveries from Water Util	68,000	66,700	66,700	66,700	66,700
Miscellaneous	-	100	-	2,005	-
	<u>69,800</u>	<u>69,400</u>	<u>68,500</u>	<u>70,355</u>	<u>68,500</u>
EXPENSES					
Salary and wages	256,000	243,500	239,900	239,451	233,400
Employee Benefits	56,100	44,700	41,200	43,087	40,100
Meetings, Meals and Travel	300	100	300	-	400
Membership Dues & Fees	800	700	800	704	800
Telecommunications	1,100	1,000	1,100	1,068	1,100
Office Expense	2,900	2,100	2,900	1,374	2,800
Audit	22,200	22,500	21,500	23,603	20,000
Miscellaneous	200	-	200	28	400
	<u>339,600</u>	<u>314,600</u>	<u>307,900</u>	<u>309,315</u>	<u>299,000</u>
Net Department Surplus (Deficit)	<u>\$ (269,800)</u>	<u>\$ (245,200)</u>	<u>\$ (239,400)</u>	<u>\$ (238,960)</u>	<u>\$ (230,500)</u>

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**Town of Wolfville
2022/23 Operating Budget
Information Technologies ~ 150**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual <small>Restated</small>	Budget <small>Restated</small>
REVENUES					
Job Cost billings					-
Cost recoveries from Water Util	34,000	34,000	34,000	30,800	30,800
Cost recoveries from Sewer Dept	3,800	3,800	3,800	3,500	3,500
Miscellaneous				799	
	<u>37,800</u>	<u>37,800</u>	<u>37,800</u>	<u>35,099</u>	<u>34,300</u>
EXPENSES					
Salary and wages	139,500	134,000	134,100	71,875	132,300
Employee Benefits	33,100	28,000	24,600	14,477	24,000
Seasonal Wages		10,300	12,000	-	
Employee Benefits Seasonal wag		1,000	1,200	-	
Meetings, Meals and Travel	200	-	200	-	200
Telecommunications	5,000	4,600	5,000	6,131	7,000
Office Expense		100			-
Operational Equip & Supplies	105,900	93,800	110,000	73,217	80,000
Contracted Services	36,900	53,000	36,100	24,700	45,000
	<u>320,600</u>	<u>324,800</u>	<u>323,200</u>	<u>190,400</u>	<u>288,500</u>
Net Department Surplus (Deficit)	<u>\$ (282,800)</u>	<u>\$ (287,000)</u>	<u>\$ (285,400)</u>	<u>\$ (155,301)</u>	<u>\$ (254,200)</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	<u>-</u>	<u>-</u>	<u>23,200</u>	<u>-</u>	<u>-</u>
Net Surplus (Deficit)	<u>\$ (282,800)</u>	<u>\$ (287,000)</u>	<u>\$ (262,200)</u>	<u>\$ (155,301)</u>	<u>\$ (254,200)</u>

**Town of Wolfville
2022/23 Operating Budget
General Government Common Costs ~ 160**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Cost recoveries from Water Util	20,300	7,300	7,200	11,900	11,900
TOTAL REVENUE	20,300	7,300	7,200	11,900	11,900
EXPENSES					
Salary and wages	31,700	5,100	11,300	5,644	9,800
Employee Benefits	7,700	800	2,100	594	1,800
Meetings, Meals and Travel	-	-	-	221	-
Advertising	200	-	200	-	400
Telecommunications	1,900	1,800	1,900	1,674	1,900
Office Expense	26,500	25,100	26,500	24,517	32,800
Marketing and Communications	-	1,400	-	-	-
Heat	15,000	16,300	15,100	10,845	15,400
Utilities	5,700	5,500	5,700	5,193	5,700
Repairs and Maintenance	18,000	51,600	20,000	20,505	23,000
Operational Equip & Supplies	2,000	2,100	2,000	553	10,000
Contracted Services	-	-	-	-	-
	108,700	109,700	84,800	69,746	100,800
Net Department Surplus (Deficit)	\$ (88,400)	\$ (102,400)	\$ (77,600)	\$ (57,846)	\$ (88,900)

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**Town of Wolfville
2022/23 Operating Budget
Other General Government ~ 190**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Residential Tax	6,967,900	6,498,500	6,481,000	6,361,370	6,360,600
Resource Tax	14,100	12,700	13,500	12,442	13,200
Commercial Tax	1,350,100	1,265,100	1,277,100	1,295,505	1,277,000
NSLC - exempt assessment	24,300	24,300	24,300	-	-
Aliant	21,000	20,000	20,500	20,489	20,000
NSPI Grant	-	-	4,500	4,447	3,600
HST Offset Grant	45,000	62,000	37,000	36,243	45,000
Fire Protection Rate	-	-	-	-	-
Deed Transfer Tax	400,000	629,500	400,000	521,791	340,000
Commercial Area Rate	100,000	100,700	100,000	30,355	100,000
Post Office GILT	20,500	20,500	20,500	19,510	20,500
Acadia GILT	951,400	950,000	950,000	988,557	970,000
Kings County Fire Protection	140,800	143,800	141,200	143,043	141,200
License & fee revenue	-	-	-	-	-
Facility Rental	16,500	16,400	16,500	16,435	16,500
Land Leases	200	-	200	200	200
Interest on investments	25,000	30,600	20,000	22,859	45,000
Interest on outstanding taxes	72,000	65,200	72,000	48,314	72,000
Miscellaneous	50,000	52,000	50,000	(29,310)	50,000
Equilization Grant	70,000	139,800	70,000	69,869	70,000
Farm Acreage Grant	1,200	1,200	1,100	1,194	1,100
PNS conditional grants	-	-	-	124,701	-
TOTAL REVENUE	10,270,000	10,032,300	9,699,400	9,688,014	9,545,900
EXPENSES					
Insurance	176,200	143,700	147,000	110,894	90,000
Miscellaneous	-	-	-	611	-
Program Expenditures	-	64,000	-	-	-
Grants to Organizations	55,000	128,500	73,900	122,000	145,500
Tax Exemptions	114,200	109,200	111,800	103,301	112,500
Other debt charges	10,000	13,900	10,100	20,702	10,300
Debenture interest	-	3,200	-	-	-
Doubtful accounts allowance	2,500	2,500	2,500	-	2,500
	357,900	465,000	345,300	357,508	360,800
Net Department Surplus (Deficit)	\$ 9,912,100	\$ 9,567,300	\$ 9,354,100	\$ 9,330,506	\$ 9,185,100
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	24,400	-	80,000
Net Surplus (Deficit)	\$ 9,912,100	\$ 9,567,300	\$ 9,378,500	\$ 9,330,506	\$ 9,265,100

**Town of Wolfville
2022/23 Operating Budget
Protective Services Division**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Fire Protection Rate	396,100	393,900	396,100	391,159	396,100
Kings County Fire Protection	174,800	169,800	167,600	176,837	167,600
License & fee revenue	5,000	5,000	5,000	3,592	5,000
Parking fines	15,000	6,700	10,000	7,724	26,000
Other fines	21,000	28,600	10,000	30,077	10,000
EMO 911 Cost Recovery	1,900	1,900	1,900	1,915	1,600
	693,800	686,300	670,600	678,806	686,300
EXPENSES					
Salary and wages	229,100	180,300	210,100	204,771	207,000
Employee Benefits	49,200	31,600	35,200	32,105	34,500
Seasonal Wages	17,400	21,900	16,700	10,135	16,600
Employee Benefits Seasonal wag	2,000	2,100	1,700	827	1,700
Meals and Travel	5,700	3,100	7,700	1,947	7,100
Professional Development	15,000	10,900	15,000	13,599	15,000
Membership Dues & Fees	1,800	1,400	1,700	410	1,400
Advertising	-	-	-	-	-
Telecommunications	9,400	9,600	9,400	9,281	10,000
Office Expense	6,100	1,800	7,800	240	9,400
Legal	9,200	9,500	7,700	9,528	7,700
Insurance	7,500	5,600	7,500	3,816	6,000
Honorariums	41,000	32,800	40,400	34,017	38,400
Heat	5,000	5,200	4,100	2,978	4,100
Utilities	17,200	16,500	17,200	15,955	17,200
Repairs and Maintenance	12,000	20,600	11,600	14,076	16,400
Vehicle Fuel	6,200	4,700	6,200	3,948	6,000
Vehicle Repairs & Maintenance	50,900	35,600	46,500	41,956	47,100
Vehicle Insurance	9,600	9,100	9,100	6,036	4,900
Operational Equip & Supplies	65,400	84,200	69,500	72,302	76,400
Equipment Maintenance	10,000	12,000	10,000	18,639	10,000
Contracted Services	2,206,700	1,996,000	1,957,500	1,919,080	1,942,200
Licenses and Permits	1,800	1,800	1,800	1,749	1,800
Debenture interest	2,000	2,800	2,500	3,592	4,000
	2,781,200	2,499,300	2,497,900	2,420,987	2,505,900
Net Division Surplus (Deficit)	\$ (2,087,400)	\$ (1,813,000)	\$ (1,827,300)	\$ (1,742,181)	\$ (1,819,600)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	120,000				
Net Surplus (Deficit)	\$ (1,967,400)	\$ (1,813,000)	\$ (1,827,300)	\$ (1,742,181)	\$ (1,819,600)

**Town of Wolfville
2022/23 Operating Budget
Police Service ~ 210**

	2022/23	2021/22		2020/21	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Parking fines	-		-		-
Other fines	21,000	28,600	10,000	30,077	10,000
	21,000	28,600	10,000	30,077	10,000
EXPENSES					
Salary and wages	7,000	3,900	6,800	3,842	5,600
Employee Benefits	1,700	600	1,400	353	1,100
Legal	8,000	8,500	6,500	9,528	4,500
Utilities	3,500	3,600	3,500	2,992	3,500
Repairs and Maintenance	3,000	3,400	2,700	3,349	3,200
Contracted Services	1,776,200	1,544,900	1,517,000	1,471,934	1,478,400
	1,799,400	1,564,900	1,537,900	1,491,998	1,496,300
Net Department Surplus (Deficit)	\$ (1,778,400)	\$ (1,536,300)	\$ (1,527,900)	\$ (1,461,921)	\$ (1,486,300)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	120,000				
Net Surplus (Deficit)	\$ (1,658,400)	\$ (1,536,300)	\$ (1,527,900)	\$ (1,461,921)	\$ (1,486,300)

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**Town of Wolfville
2022/23 Operating Budget
Compliance (By Law Enforcement) Dept ~ 215**

	2022/23	2021/22		2020/21	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Parking fines	15,000	6,700	10,000	7,724	26,000
Other fines		-		-	-
	15,000	6,700	10,000	7,724	26,000
EXPENSES					
Salary and wages	76,900	38,600	63,600	63,479	62,600
Employee Benefits	16,100	7,900	12,700	9,223	12,500
Seasonal Wages		7,500			-
Employee Benefits Seasonal wag		800			
Meetings, Meals and Travel	300	100	200	46	200
Membership Dues & Fees	200	100	100	100	200
Telecommunications	1,000	900	1,000	993	1,200
Office Expense	1,600	1,400	1,600	237	1,000
Legal	1,200	1,000	1,200	-	3,200
Marketing and Communications	1,000	200	1,000	-	1,000
Vehicle Fuel	500	300	500	209	600
Vehicle Repairs & Maintenance	900	600	900	1,114	500
Vehicle Insurance	600	600	600	372	300
Operational Equip & Supplies	1,000	1,200	1,000	1,692	1,500
Contracted Services	5,000	22,600	15,000	18,091	38,600
Grants to Organizations			-	-	20,000
	106,300	83,800	99,400	95,556	143,400
Net Department Surplus (Deficit)	\$ (91,300)	\$ (77,100)	\$ (89,400)	\$ (87,832)	\$ (117,400)

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**Town of Wolfville
2022/23 Operating Budget
Fire Services ~ 220**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Fire Protection Area Rate	396,100	393,900	396,100	391,159	396,100
Kings County Fire Protection	174,800	169,700	167,000	176,396	167,000
Miscellaneous		11,000	-	507	-
Other conditional grants		-	-	-	-
	570,900	574,600	563,100	568,062	563,100
EXPENSES					
Salary and wages	88,000	81,400	84,700	80,343	83,900
Employee Benefits	16,800	13,800	12,300	14,179	12,100
Meeting, Meals and Travel	2,500	1,700	2,500	1,788	1,900
Professional Development	15,000	10,900	15,000	13,599	15,000
Membership Dues & Fees	1,600	1,300	1,600	310	1,200
Telecommunications	8,400	8,300	8,400	8,001	8,800
Office Expense	500	300	500	3	1,000
Insurance	7,500	5,600	7,500	3,816	6,000
Stipends & Honorariums	41,000	32,800	40,400	34,017	38,400
Heat	5,000	5,200	4,100	2,978	4,100
Utilities	13,700	12,900	13,700	12,963	13,700
Repairs and Maintenance	9,000	17,200	8,900	10,727	13,200
Vehicle Fuel	5,700	4,400	5,700	3,739	5,400
Vehicle Repairs & Maintenance	50,000	35,000	45,600	40,842	46,600
Vehicle Insurance	9,000	8,500	8,500	5,664	4,600
Operational Equip & Supplies	60,000	80,400	60,000	68,595	68,000
Equipment Maintenance	10,000	12,000	10,000	18,639	10,000
Contracted Services	410,500	413,500	410,500	414,171	410,200
Licenses and Permits	1,800	1,800	1,800	1,749	1,800
	756,000	747,000	741,700	736,123	745,900
Net Department Surplus (Deficit)	\$ (185,100)	\$ (172,400)	\$ (178,600)	\$ (168,061)	\$ (182,800)

Note: \$396,100 (\$396,100 in 20/21) of contracted services expense relates to Fire Hydrant Fee paid to Wolfville Water Utility, as per UARB approved formula. The full amount of this fee is recovered by the Town through the Fire Protection Area Rate, noted in revenues above.

**Town of Wolfville
2022/23 Operating Budget
EMO ~ 230**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<u>REVENUES</u>					
Miscellaneous	80,000	69,400	80,000	66,995	80,000
	<u>80,000</u>	<u>69,400</u>	<u>80,000</u>	<u>66,995</u>	<u>80,000</u>
<u>EXPENSES</u>					
Salary and wages	54,900	56,300	52,800	56,549	52,700
Employee Benefits	14,300	9,300	8,500	8,350	8,500
Meeting, Meals and Travel	2,900	1,300	5,000	113	5,000
Advertising		-	-	-	-
Telecommunications		400	-	287	-
Office Expense	4,000	100	5,700	-	7,400
Legal		-	-	-	-
Operational Equip & Supplies	3,900	2,000	8,000	1,599	6,400
	<u>80,000</u>	<u>69,400</u>	<u>80,000</u>	<u>66,898</u>	<u>80,000</u>
Net Department Surplus (Deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 97</u>	<u>\$ -</u>

Draft

**Town of Wolfville
2022/23 Operating Budget
Other Protective Services ~ 290**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Kings County Fire Protection	-	100	600	441	600
License & fee revenue	5,000	5,000	5,000	3,592	5,000
EMO 911 Cost Recovery	1,900	1,900	1,900	1,915	1,600
	<u>6,900</u>	<u>7,000</u>	<u>7,500</u>	<u>5,948</u>	<u>7,200</u>
EXPENSES					
Salary and wages	2,300	100	2,200	558	2,200
Employee Benefits	300	-	300	-	300
Seasonal Wages	17,400	14,400	16,700	10,135	16,600
Employee Benefits Seasonal wag	2,000	1,300	1,700	827	1,700
Operational Equip & Supplies	500	600	500	416	500
Contracted Services	15,000	15,000	15,000	14,884	15,000
Debenture interest	2,000	2,800	2,500	3,592	4,000
	<u>39,500</u>	<u>34,200</u>	<u>38,900</u>	<u>30,412</u>	<u>40,300</u>
Net Department Surplus (Deficit)	<u>\$ (32,600)</u>	<u>\$ (27,200)</u>	<u>\$ (31,400)</u>	<u>\$ (24,464)</u>	<u>\$ (33,100)</u>

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**Town of Wolfville
2022/23 Operating Budget
Public Works Division**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Metered Sales	14,800	11,200	-	7,631	-
Job Cost billings	10,000	6,500	7,000	4,500	10,000
Cost recoveries from Water Util	106,500	115,100	115,100	115,100	115,100
Cost recoveries from Sewer Dept	42,600	45,300	45,300	45,300	45,300
Land Leases	4,000	8,300	3,900	3,385	4,000
TOTAL REVENUE	<u>177,900</u>	<u>186,400</u>	<u>171,300</u>	<u>175,916</u>	<u>174,400</u>
EXPENSES					
Salary and wages	582,100	551,900	568,600	509,972	550,400
Employee Benefits	148,900	132,100	124,200	112,932	120,300
Seasonal Wages	-	-	-	-	12,000
Employee Benefits Seasonal wag	-	-	-	-	1,200
Meals and Travel	3,500	5,100	3,300	3,000	2,300
Membership Dues & Fees	1,300	1,500	1,400	490	1,100
Advertising	-	500	-	469	-
Telecommunications	4,400	4,100	3,800	3,806	4,200
Office Expense	4,300	3,500	4,000	3,798	3,600
Legal	5,000	8,100	5,000	4,051	-
Heat	7,000	8,100	7,000	4,716	9,000
Utilities	38,800	34,000	33,000	36,459	32,500
Repairs and Maintenance	20,000	33,800	40,000	13,171	50,400
Vehicle Fuel	40,800	35,200	34,000	21,342	36,900
Vehicle Repairs & Maintenance	70,000	76,600	69,500	53,504	65,300
Vehicle Insurance	5,000	4,900	4,900	3,259	4,200
Operational Equip & Supplies	140,000	174,400	147,000	154,084	177,300
Equipment Rentals	10,000	20,900	5,000	-	-
Contracted Services	469,400	443,400	425,000	431,679	441,000
Licenses and Permits	1,600	1,400	1,500	1,374	1,500
Debenture interest	127,200	134,100	136,200	131,408	133,500
	<u>1,679,300</u>	<u>1,673,600</u>	<u>1,613,400</u>	<u>1,489,514</u>	<u>1,646,700</u>
Net Division Surplus (Deficit)	\$ (1,501,400)	\$ (1,487,200)	\$ (1,442,100)	\$ (1,313,598)	\$ (1,472,300)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	65,000	-	30,000	-	100,000
Net Surplus (Deficit)	<u>\$ (1,436,400)</u>	<u>\$ (1,487,200)</u>	<u>\$ (1,412,100)</u>	<u>\$ (1,313,598)</u>	<u>\$ (1,372,300)</u>

**Town of Wolfville
2022/23 Operating Budget
Public Works Common Costs ~ 310**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Metered Sales	14,800	11,200		7,631	
Cost recoveries from Water Util	72,300	80,900	80,900	80,900	80,900
Cost recoveries from Sewer Dept	22,100	24,800	24,800	24,800	24,800
TOTAL REVENUE	<u>109,200</u>	<u>116,900</u>	<u>105,700</u>	<u>113,331</u>	<u>105,700</u>
EXPENSES					
Salary and wages	158,400	170,800	178,900	173,600	168,300
Employee Benefits	34,600	41,900	30,000	31,880	27,900
Seasonal Wages	-	-			
Employee Benefits Seasonal wag	-	-			
Meetings, Meals and Travel	500	1,000	300	-	300
Membership Dues & Fees	1,300	1,500	1,400	490	1,100
Advertising	-	500		469	-
Telecommunications	4,400	4,100	3,800	3,806	4,200
Office Expense	4,300	3,500	4,000	3,798	3,600
Legal	5,000	8,100	5,000	4,051	-
Heat	7,000	8,100	7,000	4,716	9,000
Utilities	15,800	11,000	10,000	14,208	11,000
Repairs and Maintenance	20,000	33,800	40,000	13,171	50,400
Operational Equip & Supplies	3,000	1,300	3,000	270	3,000
Contracted Services	1,500	-	1,500	991	4,200
Licenses and Permits	1,600	1,400	1,500	1,374	1,500
	<u>257,400</u>	<u>287,000</u>	<u>286,400</u>	<u>252,824</u>	<u>284,500</u>
Net Department Surplus (Deficit)	<u>\$ (148,200)</u>	<u>\$ (170,100)</u>	<u>\$ (180,700)</u>	<u>\$ (139,493)</u>	<u>\$ (178,800)</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Surplus (Deficit)	<u>\$ (148,200)</u>	<u>\$ (170,100)</u>	<u>\$ (180,700)</u>	<u>\$ (139,493)</u>	<u>\$ (178,800)</u>

**Town of Wolfville
2022/23 Operating Budget
Roads and Streets ~ 320**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Cost recoveries from Water Util	34,200	34,200	34,200	34,200	34,200
Cost recoveries from Sewer Dept	20,500	20,500	20,500	20,500	20,500
	<u>54,700</u>	<u>54,700</u>	<u>54,700</u>	<u>54,700</u>	<u>54,700</u>
EXPENSES					
Salary and wages	422,700	380,500	388,700	336,203	381,100
Employee Benefits	114,100	90,100	94,000	81,002	92,200
Seasonal Wages		-	-	-	12,000
Employee Benefits Seasonal wag		-	-	-	1,200
Meetings, Meals and Travel	3,000	4,100	3,000	3,000	2,000
Vehicle Fuel	40,800	35,200	34,000	21,342	36,900
Vehicle Repairs & Maintenance	70,000	76,600	69,500	53,504	65,300
Vehicle Insurance	5,000	4,900	4,900	3,259	4,200
Operational Equip & Supplies	113,000	144,000	125,000	104,042	111,400
Equipment Rentals	10,000	20,900	5,000	-	-
Contracted Services	429,400	402,800	385,000	389,331	385,000
	<u>1,208,000</u>	<u>1,159,100</u>	<u>1,109,100</u>	<u>991,683</u>	<u>1,091,300</u>
Net Department Surplus (Deficit)	<u>\$ (1,153,300)</u>	<u>\$ (1,104,400)</u>	<u>\$ (1,054,400)</u>	<u>\$ (936,983)</u>	<u>\$ (1,036,600)</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	65,000		30,000	-	100,000
Net Surplus (Deficit)	<u>\$ (1,088,300)</u>	<u>\$ (1,104,400)</u>	<u>\$ (1,024,400)</u>	<u>\$ (936,983)</u>	<u>\$ (936,600)</u>

**Town of Wolfville
2022/23 Operating Budget
Street Lighting ~ 330**

	<u>2022/23</u> Budget	<u>2021/22</u>		<u>2020/21</u>	
		Forecast/Act	Budget	Actual	Budget
<u>EXPENSES</u>					
Utilities	23,000	23,000	23,000	22,251	21,500
Operational Equip & Supplies	5,000	7,600	5,000	1,361	9,600
Contracted Services	1,500	1,200	1,500	211	
	<u>29,500</u>	<u>31,800</u>	<u>29,500</u>	<u>23,823</u>	<u>31,100</u>
Net Department Surplus (Deficit)	<u>\$ (29,500)</u>	<u>\$ (31,800)</u>	<u>\$ (29,500)</u>	<u>\$ (23,823)</u>	<u>\$ (31,100)</u>

Draft

**Town of Wolfville
2022/23 Operating Budget
Traffic Services ~ 340**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Job Cost billings	-	-	-	-	-
	-	-	-	-	-
EXPENSES					
Salary and wages	1,000	600	1,000	169	1,000
Employee Benefits	200	100	200	50	200
Operational Equip & Supplies	19,000	21,500	14,000	40,303	48,500
Contracted Services	37,000	39,400	37,000	34,804	44,500
	<u>57,200</u>	<u>61,600</u>	<u>52,200</u>	<u>75,326</u>	<u>94,200</u>
Net Department Surplus (Deficit)	<u>\$ (57,200)</u>	<u>\$ (61,600)</u>	<u>\$ (52,200)</u>	<u>\$ (75,326)</u>	<u>\$ (94,200)</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	-
Net Surplus (Deficit)	<u>\$ (57,200)</u>	<u>\$ (61,600)</u>	<u>\$ (52,200)</u>	<u>\$ (75,326)</u>	<u>\$ (94,200)</u>

Draft

**Town of Wolfville
2022/23 Operating Budget
Other Roads & Street ~ 350**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
EXPENSES					
Professional Development					
Operational Equip & Supplies	-		-	8,108	4,800
Contracted Services	-		-	6,342	7,300
	-	-	-	14,450	12,100
Net Department Surplus (Deficit)	\$ -	\$ -	\$ -	\$ (14,450)	\$ (12,100)

Draft V2

**Town of Wolfville
2022/23 Operating Budget
Other Transport ~ 390**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Job Cost billings	10,000	6,500	7,000	4,500	10,000
Land Leases	4,000	8,300	3,900	3,385	4,000
	<u>14,000</u>	<u>14,800</u>	<u>10,900</u>	<u>7,885</u>	<u>14,000</u>
EXPENSES					
Operational Equip & Supplies					-
Debenture interest	127,200	134,100	136,200	131,408	133,500
	<u>127,200</u>	<u>134,100</u>	<u>136,200</u>	<u>131,408</u>	<u>133,500</u>
Net Department Surplus (Deficit)	<u>\$ (113,200)</u>	<u>\$ (119,300)</u>	<u>\$ (125,300)</u>	<u>\$ (123,523)</u>	<u>\$ (119,500)</u>

Draft

Town of Wolfville
2022/23 Operating Budget
Sewer & Solid Waste Division

Environmental Health

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUE					
Sewer Rates	620,000	528,200	509,000	422,283	451,500
Kings County Sewer Contribution	5,000	2,000	2,000	6,223	2,000
PNS conditional grants	-	-	-	32,000	-
Other conditional grants	-	-	-	-	-
TOTAL REVENUE	625,000	530,200	511,000	460,506	453,500
EXPENSES					
Salary and wages	137,100	85,600	87,500	82,098	85,800
Employee Benefits	37,000	16,300	20,300	13,790	19,900
Utilities	98,300	94,400	62,500	41,476	52,700
Vehicle Repairs & Maintenance	20,000	21,500	17,600	21,417	17,900
Operational Equip & Supplies	103,800	80,300	107,800	102,630	109,500
Contracted Services	48,000	57,100	66,000	121,503	63,400
Debenture interest	53,500	20,900	28,200	25,941	17,300
	498,700	380,200	390,900	411,290	366,500
Net Division Surplus (Deficit)	\$ 126,300	\$ 150,000	\$ 120,100	\$ 49,216	\$ 87,000

Draft

**Town of Wolfville
2022/23 Operating Budget
Sewer Administration ~ 410**

	<u>2022/23</u> Budget	<u>2021/22</u> Forecast/Act Budget		<u>2020/21</u> Actual Budget	
<u>EXPENSES</u>					
Salary and wages					
Employee Benefits					
Contracted Services	22,100	28,600	24,800	110,699	24,800
	<u>22,100</u>	<u>28,600</u>	<u>24,800</u>	<u>110,699</u>	<u>24,800</u>
Net Department Surplus (Deficit)	\$ (22,100)	\$ (28,600)	\$ (24,800)	\$ (110,699)	\$ (24,800)

Draft

**Town of Wolfville
2022/23 Operating Budget
Sanitary & Storm Sewer Collection ~ 420**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<u>EXPENSES</u>					
Salary and wages	50,800	28,000	46,500	35,879	45,600
Employee Benefits	13,700	5,200	10,800	6,608	10,600
Vehicle Repairs & Maintenance	13,000	12,300	12,300	12,300	12,600
Operational Equip & Supplies	40,000	27,600	48,000	29,278	27,000
Equipment Rentals	-	-	-	-	-
Contracted Services	15,000	5,600	25,000	5,568	27,000
	<u>132,500</u>	<u>78,700</u>	<u>142,600</u>	<u>89,633</u>	<u>122,800</u>
Net Department Surplus (Deficit)	<u>\$ (132,500)</u>	<u>\$ (78,700)</u>	<u>\$ (142,600)</u>	<u>\$ (89,633)</u>	<u>\$ (122,800)</u>

Draft

**Town of Wolfville
2022/23 Operating Budget
Lift Stations ~ 430**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<u>EXPENSES</u>					
Salary and wages	9,600	7,100	-	5,886	
Employee Benefits	2,600	1,300	-	674	
Utilities	20,300	19,600	20,300	17,468	20,300
Operational Equip & Supplies	23,800	20,600	23,800	25,536	33,500
Contracted Services	4,000	4,500	3,400	532	
	<u>60,300</u>	<u>53,100</u>	<u>47,500</u>	<u>50,096</u>	<u>53,800</u>
Net Department Surplus (Deficit)	<u>\$ (60,300)</u>	<u>\$ (53,100)</u>	<u>\$ (47,500)</u>	<u>\$ (50,096)</u>	<u>\$ (53,800)</u>

Draft

**Town of Wolfville
2022/23 Operating Budget
Sewer Treatment ~ 440**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<u>REVENUES</u>	-	-	-	-	-
<u>EXPENSES</u>					
Salary and wages	76,700	50,500	41,000	40,333	40,200
Employee Benefits	20,700	9,800	9,500	6,508	9,300
Telecommunications		600		538	
Utilities	78,000	74,800	42,200	24,008	32,400
Repairs and Maintenance		-		-	-
Vehicle Fuel	-	2,600		1,322	-
Vehicle Repairs & Maintenance	7,000	9,200	5,300	9,117	5,300
Vehicle Insurance	1,000	900	1,000	575	
Operational Equip & Supplies	20,000	12,900	16,000	26,650	29,000
Contracted Services	3,500	12,300	4,000	2,004	2,800
	<u>206,900</u>	<u>173,600</u>	<u>119,000</u>	<u>111,055</u>	<u>119,000</u>
Net Department Surplus (Deficit)	<u>\$ (206,900)</u>	<u>\$ (173,600)</u>	<u>\$ (119,000)</u>	<u>\$ (111,055)</u>	<u>\$ (119,000)</u>

Draft

**Town of Wolfville
2022/23 Operating Budget
Solid Waste Department ~ 450**

	<u>2022/23</u> Budget	<u>2021/22</u> Forecast/Act Budget		<u>2020/21</u> Actual Budget	
<u>REVENUES</u>	-	-	-	-	-
<u>EXPENSES</u>					
Operational Equip & Supplies	-	-	-	350	-
Contracted Services	3,400	5,000	5,000	2,700	5,000
	<u>3,400</u>	<u>5,000</u>	<u>5,000</u>	<u>3,050</u>	<u>5,000</u>
Net Department Surplus (Deficit)	<u>\$ (3,400)</u>	<u>\$ (5,000)</u>	<u>\$ (5,000)</u>	<u>\$ (3,050)</u>	<u>\$ (5,000)</u>

Draft

**Town of Wolfville
2022/23 Operating Budget
Other Environmental ~ 490**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Sewer Rates	620,000	528,200	509,000	422,283	451,500
Kings County Sewer Contribution	5,000	2,000	2,000	6,223	2,000
PNS conditional grants	-			32,000	
Other conditional grants	-			-	
	<u>625,000</u>	<u>530,200</u>	<u>511,000</u>	<u>460,506</u>	<u>453,500</u>
EXPENSES					
Operational Equip & Supplies	20,000	19,200	20,000	20,816	20,000
Contracted Services	-	1,100	3,800	-	3,800
Debenture interest	53,200	20,900	28,200	25,941	17,300
	<u>73,200</u>	<u>41,200</u>	<u>52,000</u>	<u>46,757</u>	<u>41,100</u>
Net Department Surplus (Deficit)	<u>\$ 551,800</u>	<u>\$ 489,000</u>	<u>\$ 459,000</u>	<u>\$ 413,749</u>	<u>\$ 412,400</u>

Draft

Town of Wolfville
2022/23 Operating Budget
Planning & Development Division ~ 610
Environmental Development

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Zoning & Subdivision approvals	1,100	3,100	600	1,617	600
Bldg Insp. & Development Revenues	-	-	-	3,092	-
License & fee revenue	1,500	100	1,500	1,080	1,500
Building & development permits	20,000	14,500	16,000	19,413	16,000
Development agreements	-	-	1,000	-	1,000
Land Leases	900	-	900	-	900
Employment grants	-	-	-	4,706	8,400
PNS conditional grants	-	12,000	-	81,000	30,000
Other conditional grants	-	35,000	-	25,382	46,500
	<u>23,500</u>	<u>64,700</u>	<u>20,000</u>	<u>136,290</u>	<u>104,900</u>
EXPENSES					
Salary and wages	324,100	336,100	339,600	277,290	269,500
Employee Benefits	76,500	71,200	58,800	54,932	47,500
Seasonal Wages	-	46,400	30,000	68,095	91,600
Employee Benefits Seasonal wag	-	4,700	3,000	6,243	9,700
Meetings, Meals and Travel	4,000	600	5,000	496	5,000
Membership Dues & Fees	2,500	2,400	2,500	2,078	3,000
Advertising	5,600	-	8,000	1,608	8,000
Telecommunications	3,500	3,400	5,300	3,418	5,300
Office Expense	12,000	11,200	13,200	9,141	13,200
Legal	10,000	25,600	10,000	16,978	20,000
Miscellaneous	-	900	-	-	-
Operational Equip & Supplies	-	300	-	-	1,000
Program Expenditures	-	9,100	-	28,125	20,000
Contracted Services	40,000	86,300	55,000	44,912	25,000
Licenses and Permits	-	-	-	567	-
	<u>478,200</u>	<u>598,200</u>	<u>530,400</u>	<u>513,883</u>	<u>518,800</u>
Net Division Surplus (Deficit)	(454,700)	\$ (533,500)	(510,400)	\$ (377,593)	\$ (413,900)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus		-	129,000	-	15,000
Net Surplus (Deficit)	<u>\$ (454,700)</u>	<u>\$ (533,500)</u>	<u>\$ (381,400)</u>	<u>\$ (377,593)</u>	<u>\$ (398,900)</u>

Town of Wolfville
2022/23 Operating Budget
Community Development Division

Recreation & Cultural

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Kings County Recreation Contrib	15,000	15,000	15,000	41,833	15,000
Program fees	20,000	12,500	15,000	11,205	20,000
Festival & events revenues	-	2,500	-	609	-
Facility fees & cost recoveries	12,000	4,800	12,000	4,596	12,300
Tourist Bureau revenues	-	-	8,500	71	7,500
Miscellaneous	-	1,100	-	1,377	-
Employment grants	4,500	9,600	4,500	7,028	-
PNS conditional grants	-	5,000	-	18,646	-
Other conditional grants	21,000	13,300	21,100	15,050	17,600
TOTAL REVENUE	72,500	63,800	76,100	100,415	72,400
EXPENSES					
Salary and wages	386,200	262,100	377,300	248,791	322,700
Employee Benefits	86,200	76,000	71,500	79,209	60,200
Seasonal/Term Wages	353,500	378,400	311,500	305,744	386,100
Employee Benefits Seasonal wag	63,000	40,600	52,600	32,210	62,700
Meals and Travel	1,700	2,100	1,300	1,291	1,100
Membership Dues & Fees	5,300	4,600	5,200	4,658	3,300
Advertising	7,000	200	11,300	2,228	17,000
Telecommunications	6,100	4,600	4,900	4,807	11,100
Office Expense	4,000	4,900	2,000	3,235	3,000
Legal	-	1,400	-	2,255	-
Marketing and Communications	2,500	1,000	2,500	-	-
Utilities	20,400	31,500	19,800	22,526	16,500
Repairs and Maintenance	56,500	69,300	65,000	11,178	19,000
Vehicle Fuel	6,500	6,900	7,500	5,688	7,500
Vehicle Repairs & Maintenance	12,000	19,800	10,500	26,504	10,500
Vehicle Insurance	4,000	4,200	4,200	2,760	2,800
Operational Equip & Supplies	106,500	102,800	116,800	116,351	134,500
Equipment Rentals	-	5,800	-	2,657	-
Program Expenditures	77,500	58,600	68,100	37,058	55,600
Contracted Services	113,000	82,300	99,000	58,762	69,000
Grants to Organizations	75,000	64,500	80,300	48,350	79,700
Debenture interest	6,600	7,200	13,500	7,374	7,600
	1,393,500	1,228,800	1,324,800	1,023,636	1,269,900
Net Division Surplus (Deficit)	(1,321,000)	\$ (1,165,000)	\$ (1,248,700)	\$ (923,221)	\$ (1,197,500)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	50,000	-	61,000	-	-
	50,000	-	61,000	-	-
Net Surplus (Deficit)	\$ (1,271,000)	\$ (1,165,000)	\$ (1,187,700)	\$ (923,221)	\$ (1,197,500)

**Town of Wolfville
2022/23 Operating Budget
Parks Dept ~ 510**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Miscellaneous	-	1,100	-	1,350	-
Employment grants	4,500	-	4,500	3,514	-
TOTAL REVENUE	<u>4,500</u>	<u>1,100</u>	<u>4,500</u>	<u>4,864</u>	<u>-</u>
EXPENSES					
Salary and wages	168,000	67,500	161,600	51,029	111,700
Employee Benefits	36,600	43,000	32,500	46,629	22,500
Seasonal Wages	213,000	291,000	204,300	239,170	238,000
Employee Benefits Seasonal wag	46,800	32,600	40,800	24,428	43,600
Meetings, Meals and Travel	1,000	1,000	-	807	-
Telecommunications	700	700	-	707	-
Office Expense	500	900	-	357	-
Utilities	5,400	7,100	5,400	6,823	5,400
Repairs and Maintenance	-	9,200	-	-	-
Vehicle Fuel	6,500	6,900	6,500	5,688	6,500
Vehicle Repairs & Maintenance	12,000	19,400	8,500	25,928	8,500
Vehicle Insurance	4,000	4,100	3,600	2,704	2,400
Operational Equip & Supplies	85,200	93,800	88,200	105,691	89,200
Equipment Rentals	-	5,800	-	2,657	-
Contracted Services	94,500	77,600	72,500	48,070	42,500
Debenture interest	3,800	4,100	10,400	4,206	4,300
	<u>678,000</u>	<u>664,700</u>	<u>634,300</u>	<u>564,894</u>	<u>574,600</u>
Net Division Surplus (Deficit)	<u>\$ (673,500)</u>	<u>\$ (663,600)</u>	<u>\$ (629,800)</u>	<u>\$ (560,030)</u>	<u>\$ (574,600)</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	<u>30,000</u>		<u>15,000</u>		
Net Surplus (Deficit)	<u>\$ (643,500)</u>	<u>\$ (663,600)</u>	<u>\$ (614,800)</u>	<u>\$ (560,030)</u>	<u>\$ (574,600)</u>

**Town of Wolfville
2022/23 Operating Budget
Economic Development Department ~ 710**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<u>EXPENSES</u>					
Salary and wages	-	-	-	(2,565)	-
Employee Benefits	-	-	-	193	-
Meetings, Meals and Travel	-	-	-	-	600
Membership Dues & Fees	-	100	-	568	2,800
Advertising	-	-	-	-	9,500
Telecommunications	-	-	-	47	500
Office Expense	-	-	-	-	1,500
Marketing and Communications	-	900	-	-	-
Operational Equip & Supplies	-	100	-	-	5,000
Contracted Services	-	-	-	-	5,000
Grants to Organizations	10,000	10,000	10,000	-	10,000
Debenture interest	-	-	-	50	100
	<u>10,000</u>	<u>11,100</u>	<u>10,000</u>	<u>(1,707)</u>	<u>35,000</u>
Net Operational Dept. Surplus (Deficit)	<u>\$ (10,000)</u>	<u>\$ (11,100)</u>	<u>\$ (10,000)</u>	<u>\$ 1,707</u>	<u>\$ (35,000)</u>

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**Town of Wolfville
2022/23 Operating Budget
Festival & Events Department ~ 720**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Festival & events revenues	-	2,500	-	609	-
Employment grants		4,200			-
PNS conditional grants				9,946	-
Other conditional grants	4,500	1,800	4,500	1,800	-
	<u>4,500</u>	<u>8,500</u>	<u>4,500</u>	<u>12,355</u>	<u>-</u>
EXPENSES					
Salary and wages	4,000	3,500	3,500	-	5,600
Employee Benefits	700	700	700	-	700
Seasonal Wages	18,000	9,300	9,300	8,806	9,300
Employee Benefits Seasonal wag	2,200	1,000	1,000	807	1,200
Advertising	5,000	200	6,000	2,026	5,500
Operational Equip & Supplies	11,500	4,100	12,000	5,002	27,000
Program Expenditures	62,000	43,300	54,000	22,715	47,000
Contracted Services		400			
Grants to Organizations	30,000	32,500	35,300	26,000	35,300
	<u>133,400</u>	<u>95,000</u>	<u>121,800</u>	<u>65,356</u>	<u>131,600</u>
Net Department Surplus (Deficit)	\$ (128,900)	\$ (86,500)	\$ (117,300)	\$ (53,001)	\$ (131,600)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Surplus (Deficit)	<u>\$ (128,900)</u>	<u>\$ (86,500)</u>	<u>\$ (117,300)</u>	<u>\$ (53,001)</u>	<u>\$ (131,600)</u>

Town of Wolfville
2022/23 Operating Budget
Community Development Adm & Rec Centre ~ 730

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<u>REVENUES</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>EXPENSES</u>					
Salary and wages	202,000	181,100	200,500	191,104	194,200
Employee Benefits	46,400	30,600	36,300	29,072	35,100
Seasonal Wages	-	-	-	-	25,000
Employee Benefits Seasonal wag	-	-	-	-	2,500
Meetings, Meals and Travel	200	100	800	-	-
Membership Dues & Fees	4,700	4,000	4,700	4,090	-
Advertising	-	-	3,300	-	-
Telecommunications	2,600	2,000	2,300	2,024	8,000
Office Expense	1,500	2,300	-	1,883	-
Legal	-	1,400	-	2,255	-
Marketing and Communications	2,500	-	2,500	-	-
Utilities	6,000	16,300	5,800	5,538	2,500
Repairs and Maintenance	20,000	2,200	4,000	3,613	4,000
Operational Equip & Supplies	-	-	-	-	-
Contracted Services	-	-	1,500	-	1,500
Debenture interest	-	100	100	58	100
	<u>285,900</u>	<u>240,100</u>	<u>261,800</u>	<u>239,637</u>	<u>272,900</u>
Net Department Surplus (Deficit)	<u>\$ (285,900)</u>	<u>\$ (240,100)</u>	<u>\$ (261,800)</u>	<u>\$ (239,637)</u>	<u>\$ (272,900)</u>

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**Town of Wolfville
2022/23 Operating Budget
Recreation Programs Department ~ 740**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Kings County Recreation Contrib	15,000	15,000	15,000	41,833	15,000
Program fees	20,000	12,500	15,000	11,205	20,000
Facility fees & cost recoveries	12,000	4,800	12,000	4,596	12,300
Employment grants	-	2,700	-	3,514	-
PNS conditional grants	-	-	-	1,800	-
Other conditional grants	1,500	6,500	1,500	8,250	2,000
	<u>48,500</u>	<u>41,500</u>	<u>43,500</u>	<u>71,198</u>	<u>49,300</u>
EXPENSES					
Seasonal Wages	72,500	54,100	65,900	21,901	58,100
Employee Benefits Seasonal wag	8,000	4,800	7,600	1,624	7,000
Meetings, Meals and Travel	500	900	500	484	500
Advertising	2,000	-	2,000	202	2,000
Utilities	-	-	-	(85)	-
Vehicle Fuel	-	-	1,000	-	1,000
Vehicle Repairs & Maintenance	-	400	2,000	576	2,000
Vehicle Insurance	-	100	600	56	400
Operational Equip & Supplies	3,000	300	3,100	3,430	2,200
Program Expenditures	15,500	15,300	14,100	14,343	8,600
Contracted Services	15,000	-	25,000	6,500	20,000
Grants to Organizations	25,000	12,000	25,000	12,350	24,400
	<u>141,500</u>	<u>87,900</u>	<u>146,800</u>	<u>61,381</u>	<u>126,200</u>
Net Department Surplus (Deficit)	<u>\$ (93,000)</u>	<u>\$ (46,400)</u>	<u>\$ (103,300)</u>	<u>\$ 9,817</u>	<u>\$ (76,900)</u>

**Town of Wolfville
2022/23 Operating Budget
Tourism Department ~ 750**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Tourist Bureau revenues		-	8,500	71	7,500
Employment grants		2,700			
PNS conditional grants		5,000	-	6,900	-
Other conditional grants		-	10,100	-	10,600
	<u>10,000</u>	<u>7,700</u>	<u>18,600</u>	<u>6,971</u>	<u>18,100</u>
EXPENSES					
Salary and wages	3,500	3,700	3,300	2,918	3,300
Employee Benefits	700	700	400	2,673	400
Seasonal Wages	50,000	24,000	32,000	35,867	55,700
Employee Benefits Seasonal wag	6,000	2,200	3,200	5,351	8,400
Meetings, Meals and Travel	-	100	-	-	-
Membership Dues & Fees	600	500	500	-	500
Telecommunications	2,000	1,400	2,000	1,535	2,000
Office Expense	1,000	500	1,000	214	1,000
Marketing and Communications		100			
Utilities	2,000	3,100	2,000	4,632	2,000
Repairs and Maintenance	1,500	7,200	1,000	2,507	1,000
Operational Equip & Supplies	6,800	4,000	13,000	2,228	10,600
Contracted Services	3,500	4,300	-	4,192	-
	<u>77,600</u>	<u>51,800</u>	<u>58,400</u>	<u>62,117</u>	<u>84,900</u>
Net Department Surplus (Deficit)	<u>\$ (67,600)</u>	<u>\$ (44,100)</u>	<u>\$ (39,800)</u>	<u>\$ (55,146)</u>	<u>\$ (66,800)</u>

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**Town of Wolfville
2022/23 Operating Budget
Library ~ 760**

	<u>2022/23</u>	<u>2021/22</u>		<u>2020/21</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Miscellaneous				27	
Other conditional grants	5,000	5,000	5,000	5,000	5,000
	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,027</u>	<u>5,000</u>
EXPENSES					
Salary and wages	8,700	6,300	8,400	6,305	7,900
Employee Benefits	1,800	1,000	1,600	642	1,500
Telecommunications	800	500	600	494	600
Office Expense	1,000	1,200	1,000	781	500
Utilities	7,000	5,000	6,600	5,618	6,600
Repairs and Maintenance	35,000	50,700	60,000	5,058	14,000
Operational Equip & Supplies	-	500	500	-	500
Debenture interest	2,800	3,000	3,000	3,060	3,100
	<u>57,100</u>	<u>68,200</u>	<u>81,700</u>	<u>21,958</u>	<u>34,700</u>
Net Department Surplus (Deficit)	<u>\$ (52,100)</u>	<u>\$ (63,200)</u>	<u>\$ (76,700)</u>	<u>\$ (16,931)</u>	<u>\$ (29,700)</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	20,000		46,000	-	-
	<u>20,000</u>	<u>-</u>	<u>46,000</u>	<u>-</u>	<u>-</u>
Net Surplus (Deficit)	<u>\$ (32,100)</u>	<u>\$ (63,200)</u>	<u>\$ (30,700)</u>	<u>\$ (16,931)</u>	<u>\$ (29,700)</u>

Draft

**Town of Wolfville
 2022/23 Operating Budget
 Museum & Historical ~ 770**

	<u>2022/23</u> Budget	<u>2021/22</u> Forecast/Act Budget		<u>2020/21</u> Actual Budget	
<u>EXPENSES</u>					
Grants to Organizations	10,000	10,000	10,000	10,000	10,000
	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Net Department Surplus (Deficit)	<u>\$ (10,000)</u>	<u>\$ (10,000)</u>	<u>\$ (10,000)</u>	<u>\$ (10,000)</u>	<u>\$ (10,000)</u>

Draft V2

**Town of Wolfville
2022/23 Operating Budget
Partner Contributions ~ 840**

	2022/23	2021/22		2020/21	
	Budget	Forecast/Act	Budget	Actual	Budget
EXPENSES					
<u>Local partners</u>					
Grant to WBDC	100,000	100,000	100,000	30,000	100,000
<u>Regional partners</u>					
Regional Solid Waste	540,000	431,100	512,600	425,961	509,600
Transit services	189,000	198,400	217,000	174,813	172,900
Valley Community Fibre	2,000	2,000	2,000	1,306	2,000
Regional Development	30,000	-	-	-	-
Kings Region -cooperative Initiatives	110,000	30,300	30,000	9,026	20,800
<u>Provincial partners</u>					
Annapolis Valley Regional Libra	31,000	30,100	30,300	24,320	25,000
Education	736,400	720,000	722,000	724,380	736,800
Corrections	82,000	83,600	82,000	81,695	82,000
Regional Housing Authority	65,000	60,000	50,000	34,781	40,000
Assessment services	78,000	77,300	78,000	77,246	78,000
	1,963,400	1,732,800	1,823,900	1,583,528	1,767,100
Net Department Surplus (Deficit)	\$ (1,963,400)	\$ (1,732,800)	\$ (1,823,900)	\$ (1,583,528)	\$ (1,767,100)

NOTE: Increased Transit Costs to be offset by use of COVID Safe Reopening Grant Funds (2021/22)

**Town of Wolfville
2020/21 Ten Year Capital Investment Plan V2
Fiscal 2022/23 to 2031/32**

	BUDGET FOCUS			Accessibility						
				Deadline						
	Year 1 <u>2022/23</u>	Year 2 <u>2023/24</u>	Year 3 <u>2024/25</u>	Year 4 <u>2025/26</u>	Year 5 <u>2026/27</u>	Year 6 <u>2027/28</u>	Year 7 <u>2028/29</u>	Year 8 <u>2029/30</u>	Year 9 <u>2030/31</u>	Year 10 <u>2031/32</u>
Information Technology										
Servers	-	-	-	-	15,000	-	-	-	-	-
Other IT Upgrades										
Information Technology	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
Municipal Buildings										
Town Hall Civic Complex										
New or Major Renovated Facility	-	-	-	100,000	3,000,000	-	-	-	-	-
Community Development/Public Works										
Public Works Facility/Yard Upgrades	100,000	550,000	50,000							
Dykeland Salt Shed	350,000									
Fire Hall										
New Facility		-	75,000	4,000,000						
RCMP Detachment										
may be impacted by service review										
Library										
New Facility	50,000	50,000			2,600,000					
Total Municipal Buildings	\$ 500,000	\$ 600,000	\$ 125,000	\$ 4,100,000	\$ 5,600,000	\$ -	\$ -	\$ -	\$ -	\$ -
Protective Services										
Fire Department										
Trucks - may be impacted by service review										
Aerial Ladder Truck			-	1,450,000						
Pumper 1 E-One Cyclone										175,000
Ford 4*4 Utility Vehicle										
Pumper 3 E-One Cyclone			900,000							
Tanker 6 Int'l Pumper/Tanker										650,000
Rescue 4 Pumper Rescue							850,000			
Ford Haz Matt vehicle								170,000		
Fire Trucks	-	-	900,000	1,450,000	-	-	850,000	170,000	-	825,000
Equipment										
Equipment Upgrades	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
SCBA Apparatus	140,000									
Misc Fire Equipment	160,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Total Fire Department	\$ 160,000	\$ 20,000	\$ 920,000	\$ 1,470,000	\$ 20,000	\$ 20,000	\$ 870,000	\$ 190,000	\$ 20,000	\$ 845,000

**Town of Wolfville
2020/21 Ten Year Capital Investment Plan V2
Fiscal 2022/23 to 2031/32**

	BUDGET FOCUS			Accessibility						
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Transportation Services										
Public Works - Fleet Inventory										
veh # 18 - 2019 Wacker Neuson Loader	12,000	-		-		175,000	-			
veh # 19 - PW 2017 F250 3/4 ton Crew Cab	-	-			55,000					
veh # 21 - PW 2015 F250 4*4				89,000						
veh # 22 - PW 2014 Ford F150 1/2 ton			50,000							
veh # 23 - PW 2016 F450 1 ton 4*4	140,000						160,000			
veh # 25 - PW 2017 5 ton plow truck		250,000							270,000	
veh # 27 - PW 2020 JD backhoe				-	190,000					
veh # 28 - PW 2013 Case loader			303,000							
veh # 29 - PW 2020 trackless (sidewalk Tractor)							195,000			
veh #15 - PW LH Truck 2019 F150	-	-	-	-	-			60,000		
veh # 24 - PW 2011 asphalt recycler			110,000							
veh # 51 - PW 2017 trackless				190,000						
Parks Dept - Fleet/Equip										
veh # 20 - 2014 Ford 1/2 pick up	-		50,000							
veh # 26 - Parks 2016 Ford F250 3/4 ton crew cab				80,000						
veh # 31 - Parks 2001 Suzuki micro truck	25,000								30,000	
veh #34 - Parks 2000 Suzuki micro truck	25,000								30,000	
veh #16 - Parks LH Truck 2019 F150								60,000		
veh # 39 - Parks 2015 JD mower X730				18,000						20,000
veh # 40 -2015 JD Parks loader 1025	25,000					30,000				
veh # 37 - Parks 2017 JD mower/backhoe 2032						55,000				
veh # 38 - Parks 2017 JD mower 1023E	25,000						25,000			
veh # 33 - Parks 2015 F450 3/4 ton crew cab 4*4								85,000		
veh #59 - Parks 2020 Kubota Mower										
veh #new - Parks 3/4 ton full crew cab 4*4	90,000									
Water & Wastewater Dept's										
Veh #30 - Works 2021 Ford F150										
veh # 32 - Works 2017 F250 3/4 ton 4*4	-					80,000				
veh #14 - Works Pick Up, was 2014 veh #30				55,000						
Other										
veh # 17 - Bylaw car 2013 Ford Fusion	55,000									
Rec Dept - 2011 Bike Trailer			15,000							
Fleet/Equipment	397,000	250,000	528,000	432,000	245,000	340,000	380,000	205,000	350,000	-

**Town of Wolfville
2020/21 Ten Year Capital Investment Plan V2
Fiscal 2022/23 to 2031/32**

	BUDGET FOCUS			Accessibility						
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Transportation Infrastructure <i>includes active transport corridors, street, sidewalk, sanitary & storm sewer where applicable</i>										
Highland - Prospect to Skyway	3,200,000									
Highland - AT Option incl in line above	-									
Pleasant - Huron to Orchard										
Pleasant - Sherwood to Huron	-		540,000							
Victoria - Main to King			800,000							
Fairfield Harbourside		need to get breakdown with Harbourside								
		505,000								
Future Street Project Allowance	allow yr to get handle on asset conditions				1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Engineering External Support	55,000	55,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
	3,255,000	560,000	1,400,000	60,000	1,560,000	1,560,000	1,560,000	1,560,000	1,560,000	1,560,000
Land Acquisitions/Disposals										
Rail Trail ?	-	-	-	-	-	-	-	-	-	-
Streets, Sidewalks, Parking Lots	3,255,000	560,000	1,400,000	60,000	1,560,000	1,560,000	1,560,000	1,560,000	1,560,000	1,560,000
Other Transportation										
Decorative Light Posts - to Willow				235,000						
Flood Risk Mitigation - <i>partial cfwd</i>	25,000	50,000				1,000,000				
Traffic Safety & Mobility Program										
Crosswalk Upgrades, eg. RRB/accessibility	40,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
AT Network	Highland	Harbourside	50,000	200,000	500,000	-	-	-		
	65,000	75,000	75,000	460,000	525,000	1,025,000	25,000	25,000	105,000	25,000
Other Transportation										
TOTAL TRANSPORTATION	\$ 3,717,000	\$ 885,000	\$ 2,003,000	\$ 952,000	\$ 2,330,000	\$ 2,925,000	\$ 1,965,000	\$ 1,790,000	\$ 2,015,000	\$ 1,585,000

Town of Wolfville
2020/21 Ten Year Capital Investment Plan V2
Fiscal 2022/23 to 2031/32

	BUDGET FOCUS			Accessibility						
				Deadline						
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>
Environmental Health Services										
<u>Storm Water Management</u>										
included in Street infrastructure above										
<u>Storm Water System</u>	-	-	-	-	-	-	-	-	-	-
<u>Sewage Treatment/Collection</u>										
<u>Sewer Treatment</u>										
Treatment plant expansion	200,000	-	2,500,000	-	-	-	-	-	-	-
Flood Mitigation @ STP			50,000	400,000	-	-	-	-	-	-
	200,000	-	2,550,000	400,000	-	-	-	-	-	-
<u>Sanitary Sewer Collection</u>										
included in Street infrastructure above										
Condition Assessment - video sewer lines	-	-	-	-	-	-	-	-	-	-
<u>Lift Stations</u>										
Upgrade Program	50,000	150,000	100,000	-	-	-	-	-	-	-
TOTAL Environmental Health Services	\$ 250,000	\$ 150,000	\$ 2,650,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Draft V2

**Town of Wolfville
2020/21 Ten Year Capital Investment Plan V2
Fiscal 2022/23 to 2031/32**

	BUDGET FOCUS			Accessibility						
				Deadline						
	Year 1 <u>2022/23</u>	Year 2 <u>2023/24</u>	Year 3 <u>2024/25</u>	Year 4 <u>2025/26</u>	Year 5 <u>2026/27</u>	Year 6 <u>2027/28</u>	Year 7 <u>2028/29</u>	Year 8 <u>2029/30</u>	Year 9 <u>2030/31</u>	Year 10 <u>2031/32</u>
Community Infrastructure										
Infrastructure										
<u>East End Gateway</u>										
Replace VIC - partial cfwd	600,000									
Other Gateway Upgrades - sidewalk/street layout	-	455,000								
Events Lawn	75,000									
Willow Playground			150,000							
Public Art Project	30,000									
Nature Preserve - dam upgrade	50,000						600,000	600,000		
<u>West End Parkland & Trail</u>										
Trail system	20,000	30,000	10,000							
neighborhood	-			150,000						
<u>Reservoir Park</u>										
Washroom/Change Rooms	125,000									
Main walking trails, steps into large pond, shading/other stuff	30,000									
Compost Site?	30,000									
Rotary - parking	-	150,000								
Rotary - soccer	10,000									
Quiet Park			300,000							
Nature Trust	150,000									
<u>Rec Centre</u>										
Add pickleball courts @ Tower Field	-	270,000								
<u>Farmers Market - open space enhancements</u>										
Parking Lot - Dykeland/Elm cul de sac				175,000						
Pond & Park area					100,000					
<u>Basinview</u>										
Community Engagement & Design										
Park Build										
Allow for Future Park Development						100,000			100,000	100,000
	\$ 1,120,000	\$ 905,000	\$ 460,000	\$ 325,000	\$ 100,000	\$ 100,000	\$ 600,000	\$ 600,000	\$ 100,000	\$ 100,000
GRAND TOTAL ALL PROJECTS	\$ 5,747,000	\$ 2,560,000	\$ 6,158,000	\$ 7,247,000	\$ 8,065,000	\$ 3,045,000	\$ 3,435,000	\$ 2,580,000	\$ 2,135,000	\$ 2,530,000
								\$	42,732,500	\$ 43,502,000

**Town of Wolfville
Water Utility
2021/22 Draft Operating Budget**

	2021/22		2022/23	2023/24	2024/25	2025/26
	Forecast	Budget	Budget	Three Year Budget Projection		
Operating Revenue: Dept 950						
Metered Sales	721,000	700,000	725,000	725,000	725,000	725,000
Fire Protection Charges	396,000	396,000	396,000	396,000	396,000	396,000
Sprinkler Service	10,800	10,800	10,800	10,800	10,800	10,800
Other	12,000	15,000	12,000	12,000	12,000	12,000
Job Cost Billings	15,000	3,000	12,000	12,000	12,000	12,000
Interest on Arrears	2,000	3,000	3,000	3,000	3,000	3,000
Investment Income	5,000	5,500	5,500	6,000	6,500	6,500
	1,161,800	1,133,300	1,164,300	1,164,800	1,165,300	1,165,300
Operating Expenditures:						
Power & Pumping 962						
Salary and wages	9,500	12,000	12,200	12,400	12,600	12,900
Employee Benefits	1,800	2,400	3,000	3,100	3,200	3,200
Utilities	83,300	85,000	85,000	86,700	88,400	90,200
Repairs and Maintenance - buildings	500	-	1,000	1,000	1,000	1,000
Operational equipment & supplies	10,800	8,000	8,000	8,000	8,000	8,000
Equipment Maintenance	100	-	-	-	-	-
Contracted Service	2,700	16,000	16,000	8,000	8,000	8,000
	108,700	123,400	125,200	119,200	121,200	123,300
Treatment 964						
Salary and wages	19,000	17,500	31,400	32,000	32,600	33,500
Employee benefits	3,600	3,500	7,900	8,000	8,200	8,400
Utilities	5,400	6,500	6,500	6,700	6,900	7,100
Repairs & maintenance - Bldg	-	2,400	2,400	1,000	1,000	1,000
Operational equipment & supplies	43,500	60,000	50,000	50,500	51,000	51,500
Contracted Service	23,400	18,000	18,000	18,200	18,400	18,600
	94,900	107,900	116,200	116,400	118,100	120,100
Transmission & Distribution 966						
Wages	135,800	111,300	127,000	129,500	132,100	135,700
Employee Benefits	26,100	22,300	31,800	32,400	33,000	33,900
Meetings, Meals and Travel	300	1,000	1,000	1,000	1,000	1,000
Telecommunications	900	1,500	1,500	1,500	1,500	1,500
Utilities	4,300	-	5,000	5,200	5,400	5,600
Vehicle Fuel	2,100	3,000	2,500	2,500	2,500	2,500
Vehicle Repairs & Maintenance	13,900	14,400	14,400	14,400	14,400	14,400
Vehicle Insurance	900	400	1,000	1,000	1,000	1,000
Operational equipment & supplies	117,200	80,000	80,000	80,000	80,000	80,000
Equipment Maintenance	800	5,000	5,000	5,000	5,000	5,000
Contracted Service	33,100	30,000	30,000	30,300	30,600	30,900
	335,400	268,900	299,200	302,800	306,500	311,500
Administration And General 970						
Salary/wages	145,000	149,900	154,900	158,800	162,800	166,900
Employee Benefits	35,000	30,000	34,100	34,900	35,800	36,700
Meetings, Meals & Travel	200	400	400	400	400	400
Professional development	5,000	5,000	5,000	5,000	5,000	5,000
Membership dues & fess	500	500	800	800	800	800
Advertising	200	200	200	200	200	200
Office expense	50,000	34,000	34,000	34,300	34,600	34,900
Legal	-	300	300	300	300	300
Insurance	14,300	10,500	15,000	15,200	15,400	15,600
Audit	6,000	6,000	6,000	6,000	6,000	6,000
Miscellaneous	1,000	-	-	-	-	-
Contracted services	3,000	30,000	20,000	5,000	5,000	5,000
Doubtful accounts allowance	1,000	1,000	1,000	1,000	1,000	1,000
	261,200	267,800	271,700	261,900	267,300	272,800
Depreciation	145,000	160,000	150,000	160,000	160,000	160,000
Property Taxes	55,900	53,700	56,500	57,600	58,800	60,000
Operating Expense total	1,001,100	981,700	1,018,800	1,017,900	1,031,900	1,047,700
NET OPERATING REVENUE:	160,700	151,600	145,500	146,900	133,400	117,600

**Town of Wolfville
Water Utility
2021/22 Draft Operating Budget**

	2021/22		2022/23	2023/24	2024/25	2025/26
	Forecast	Budget	Budget	Three Year Budget Projection		
Non Operating Expenditures:						
Debenture Interest	18,800	18,800	18,000	17,200	16,300	15,400
Debenture Principle	37,000	37,000	37,000	37,000	37,000	33,400
Future debt repymts	-	-	9,000	39,100	60,300	90,100
Other Debt Charges	100	500	500	500	500	500
Capital From Revenue	70,000	70,000	70,000	70,000	70,000	-
Dividend to Town	50,000	50,000	50,000	50,000	50,000	50,000
	<u>175,900</u>	<u>176,300</u>	<u>184,500</u>	<u>213,800</u>	<u>234,100</u>	<u>189,400</u>
Net Surplus (Deficit)	\$ (15,200)	\$ (24,700)	\$ (39,000)	\$ (66,900)	\$ (100,700)	\$ (71,800)
Accumulated Surplus, Op Fund, Opening	\$ 674,280		\$ 559,080	\$ 320,080	\$ 253,180	\$ 152,480
Transfer to Water Capital Projects	(100,000)		(200,000)		-	-
Accumulated Surplus, Op Fund, Opening	559,080	-	320,080	253,180	152,480	80,680
Capital Reserve Fund at Year End						
Water Depreciation Reserve Acct Balance	\$ 339,218	\$ -	\$ 218	\$ 218	\$ 10,218	\$ 170,218

Draft

Town of Wolfville
Water Utility -Draft Five Year Capital Plan
 Fiscal 2022/23 to 2026/27

	Year 1 <u>2022/23</u>	Year 2 <u>2023/24</u>	Year 3 <u>2024/25</u>	Year 4 <u>2025/26</u>	Year 5 <u>2026/27</u>
Equipment					
Remote Meter System	35,000				
Total Other	35,000	-	-	-	-
Distribution					
Highland - Catherine Court to Skyway Victoria - Main to King	750,000		200,000		
Streets - year 5 and out				-	375,000
	750,000	-	200,000	-	375,000
Treatment System					
<u>Transmission Line to WTP</u> Westwood to University Ave University Ave to Skyway Cherry Lane to Westwood Skyway to WTP	360,000	495,000	400,000		
	360,000	495,000	400,000	-	-
GRAND TOTAL ALL PROJECTS	\$ 1,145,000	\$ 495,000	\$ 600,000	\$ -	\$ 375,000
Funding					
Depreciation Reserve Funds - current year	150,000	160,000	150,000	-	160,000
Depreciation Reserve Funds - accumulated	339,000				
Capital From Revenue	70,000	70,000	70,000		70,000
Long Term Debt	386,000	265,000	380,000	-	145,000
Capital From Surplus	200,000				
	1,145,000	495,000	600,000	-	375,000

INFORMATION REPORT #003-2022

Title: 3rd Quarter Financial Update – Audit Committee

Date: 2022-01-21 **UPDATE TO FEB 1 COW**

Department: Finance



SUMMARY

3rd Quarter Financial Update and Year End Forecast

This report comprises part of the recurring financial updates to the Audit Committee and Council. The 3rd quarter results include actual financial results to December 31st as well as forecast year end results. The financial update includes:

- December 31/21 Financial Variance Report, including Y/E Forecast –Town Operating Fund & Water Utility
- Summary of Significant Variances by Division – Town Operating Fund
- December 31/21 Capital Project Summary

It is equally important to review the forecast results for year-end as it is to review the December 31st results to date. The outlook for the year end, now expressed by way of formal year end forecast estimates, is similar to the “adjusted” surplus reviewed in the second quarter financial update. It still appears the Town should end the year with a surplus in the range of \$150,000 (approximately 1.4% of budget).

This Information Report and associated 3rd Quarter Financial Update were reviewed at the Jan 21st Audit Committee meeting. After review and discussion the Committee passed the following motion:

THAT THE AUDIT COMMITTEE FORWARD THE 3rd QUARTER FINANCIAL UPDATE (AS AT DECEMBER 31, 2021) TO THE FEBRUARY 1, 2022 COMMITTEE OF THE WHOLE MEETING

After review by the Audit Committee, the financial update is forwarded to Committee of the Whole for Council’s benefit. **No Motion is required at Committee of the Whole. Presentation at COW completes the reporting cycle.**

INFORMATION REPORT #003-2022

Title: 3rd Quarter Financial Update – Audit Committee

Date: 2022-01-21 **UPDATE TO FEB 1 COW**

Department: Finance



1) CAO COMMENTS

For informational purposes.

2) REFERENCES AND ATTACHMENTS

- 3rd Quarter Financial Update – Variance & Year End Forecast (attached)
- 2nd Quarter Financial Update and Info Report
- 1st Quarter Financial Update and Infor Report

3) DISCUSSION

The quarterly financial updates are intended to provide the Audit Committee and Council with an overview of how the Town's financial results are doing in comparison to budget expectations up to the most recent quarter end. Where circumstances warrant, Council can be presented with recommended courses of action to address financial issues. ***Included with the third quarter results are year-end forecasts. The forecast results are important in relation to any action that may be required before year end and to provide an additional reference for the 2022/23 budget discussions.***

TOWN OPERATING FUND

The estimated surplus noted in October during the review of the 2nd Quarter Variance Report it was \$157,700 (noted as Adjusted Surplus Forecast in that update. The year-end Forecast included in this 3rd Quarter Financial Update estimates a Surplus of \$158,600. Note, no Timing Difference/Adjusted surplus/(deficit) calculation is done with the third quarter update. ***The year end forecast becomes the more important focus at this stage.***

The forecast surplus is approximately 1.4% of budget. Although this is effectively the same expected year end result reported back in October, the reasons for the result are somewhat different. Many of the variances reported earlier in the year have remained the same, if not in dollar amount then in their trend line. There are however a number of changes that have occurred since the October update:

Total revenues are now forecast to end the year \$415,500 more than budget (October update estimated \$180,000 variance).

- Deed Transfer Tax forecast to be \$229,000 more than budget for year.
- Sewer revenue forecast to be \$19,200 higher than budget
- Other fines and fees expected to end year \$18,600

INFORMATION REPORT #003-2022

Title: 3rd Quarter Financial Update – Audit Committee

Date: 2022-01-21 **UPDATE TO FEB 1 COW**

Department: Finance



- Provincial Financial Capacity Grant (formerly equalization grant) is \$69,800 more than budget.
- Other conditional grants will end the year \$47,000 more than budget.

In terms of expenses, operating expenses are forecast to end the year within \$3,700 of a budget total of \$9,745,400.

- Savings include:
 - Wages and benefits forecast to end the year \$101,000 below budget. This is largely due to a couple of vacant positions during a portion of the year (Adm in CAO's office, Compliance Officer, and Rec Programming position)
 - Professional Development costs to end year almost \$20,000 under budget. This is largely related to savings in Legislative dept (Council) and Fire Dept. Staff training budget expected to be fully utilized as succession planning training for a building inspector continued throughout the year. In addition, another position will need to be replaced by start of next year and staff training is underway (this was not anticipated at budget time last spring).
 - Advertising spending should end the year \$17,400 less than budget. Use of social media, as well as the new Wolfville Blooms Platform has helped in this area. With the continuation of the COVID pandemic, fewer in person meetings have been held which has also reduced this area of spending.
 - RCMP costs will end the year \$27,000 over budget. Also note this cost is expected to have a substantial increase in the 2022/23 budget year.
 - Partner Contributions (IMSA's and required provincial spending) will end the year \$91,000 under budget. This is largely related to refund of Town share of surplus results for Valley Waste and Kings Transit.
- Offsetting these savings are:
 - Power cost expected to end year \$43,700 more than budget
 - Building repairs & maintenance to end year \$38,700 more than budget, largely related to replacement of ramp at Town Hall (project was expected to be complete before April 1, 2021).
 - RCMP costs will end the year \$27,000 over budget. Also note this cost is expected to have a substantial increase in the 2022/23 budget year.
 - Equipment Rentals \$21,700 over budget. Some of this relates to low budget estimate while another portion relates to breakdown of town owned equipment and need for more equipment than town owns.
 - Program costs show ending year \$51,600 more than budget. Much of this relates to offsetting grant revenues as noted above.

INFORMATION REPORT #003-2022

Title: 3rd Quarter Financial Update – Audit Committee
Date: 2022-01-21 **UPDATE TO FEB 1 COW**
Department: Finance



- Grants to Organizations forecast to end year \$38,800 more than budget. Once grant was approved by Council after the 2021/22 Budget was approved and that relates to Devour. A total of \$100,000 was approved with the first \$50,000 spent earlier this year.

There are numerous other variances form budget, the list above covers individually larger items.

A further offset to the additional revenues forecast for the year relates to the use of Operating Reserves as a funding source (revenue) for the 2021/22 operating year. The town’s plan included the use of almost \$300,000 in Operating Reserves. The year end forecast assumes the use of only net \$27,000.

In summary one could look at the Town forecast results as:

Revenue variance forrecast above budget		\$ 414,500
Expenses		
Operating forecast variance		(3,700)
Interest on Dedentures - less than budget		15,400
Use of Operating Reserves		
Reduced except for COVID SR Transit Reserve		(267,700)
		<u>\$ 158,500</u>

The year end result is a forecast and is subject to change. As recent as the date this report is being typed, a major repair has come to light for the Town’s plow truck. Combined with unknown winter conditions yet to be experienced, the actual year end result is likely to be different than the forecast. The key message at this point in time is the use of reserves has been negated by virtue of higher than budget revenues.

TOWN CAPITAL FUND

A summary of capital projects is included in the December 31/21 Interim Financial Variance Report. Notations have been added to projects that are not yet complete, and/or may carry over to the next budget year.

The single biggest project planned for current year did not take place. A portion of Highland Avenue was scheduled to be replaced this year. Two key impacts on this was a change in staff with a new town engineer starting in May and a review of Highland Ave for possible Active Transportation improvements. Ultimately the 2021/22 project has been deferred to 2022/23 and will be added to the phase originally

INFORMATION REPORT #003-2022

Title: 3rd Quarter Financial Update – Audit Committee

Date: 2022-01-21 **UPDATE TO FEB 1 COW**

Department: Finance



planned for that year. Other projects have also been deferred to the 2022/23 budget process, and if approved will be completed next year.

Although not a large dollar variance on its own, the replacement of the Water Utility pick up truck tendered in 2021 showed the impact COVID is having on supply chains. Only one bid was received from a public tender call, and it was 5 months before the Town took delivery of the vehicle.

WATER UTILITY

Overall results for the Utility are forecast to end the year \$12,000 better than budget. It is still expected to be a loss for the year, but lower than the budgeted \$24,800 deficit.

Metered revenue started to show signs of recovering to “normal” in this fiscal year. That has continued with the 3rd quarter billing coming in \$6,100 more than budget. As noted in previous financial quarterly updates, metered revenues are below budget with the third quarter billings continuing that trend.

The Utility incurred higher than usual, or budgeted, costs associated with pumps and the distribution system. Refer to financial updates from earlier this year for further information on variances.

One capital project did not occur and that is Highland Avenue. Refer to the Town capital summary noting the project has been deferred to 2022/23.

OUTSTANDING PROPERTY TAXES

An ever-growing number of accounts are being paid via preauthorized monthly payments. As of today's date there is already \$250,000 in prepayments for the upcoming April 2022 interim tax bills.

In terms of arrears, all but two of the 8 accounts identified for the Tax Sale process at March 31/21 have fallen further behind in their arrears balances. One account has been paid in full after a multi-year process to get their account caught up. One other individual has made modest progress in not allowing their arrears to build. The other six properties will be contacted to notify them of the commencement of a Tax Sale process. Staff expect this to take a number of months, and a tax sale date that will be set for sometime this spring.

4) FINANCIAL IMPLICATIONS

As noted each year, ***staff are reviewing the details of the forecast results and how these may impact the budget process.*** Key to this will be identifying the reason a variance has occurred in current year,

INFORMATION REPORT #003-2022

Title: 3rd Quarter Financial Update – Audit Committee

Date: 2022-01-21 **UPDATE TO FEB 1 COW**

Department: Finance



and whether that same rationale would be applicable to next year, i.e. 2022/23. If there is a connection, then the year end forecasts will help inform some changes to next year's draft operating budget

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Not applicable at this stage.

6) COMMUNICATION REQUIREMENTS

Nothing at this stage.

7) FUTURE COUNCIL INVOLVEMENT

The financial update will be forwarded to Committee of the Whole to complete the process of update through to Council.

Interim Financial Variance Report
Town of Wolfville
As at December 31, 2021



A cultivated experience for the mind, body, and soil

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Town of Wolfville
All Divisions
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual	Budget	over(under)	Forecast	Budget	
	31-Dec-21	31-Dec-21	VARIANCE	03/31/22	03/31/22	
REVENUES						
Taxes and grant in lieu of taxes	\$ 8,953,679	\$ 9,643,916	\$ (690,237)	\$ 9,977,200	\$ 9,724,500	\$ 252,700
Metered Sales - Solar Panels	9,933	-	9,933	11,200	-	11,200
Tax Certificates & ByLaws	2,300	1,350	950	2,600	1,800	800
Kings County Fire Protection	235,194	231,600	3,594	313,600	308,800	4,800
REMO Cost Recovery	60,000	60,000	-	69,400	80,000	(10,600)
Zoning & Subdivision approvals	3,107	600	2,507	3,100	600	2,500
Job Cost billings	6,500	7,000	(500)	6,500	7,000	(500)
Sewer Rates	394,214	380,732	13,482	528,200	509,000	19,200
Kings County Sewer Contribution	-	-	-	2,000	2,000	-
Kings County Recreation Contrib	225	-	225	15,000	15,000	-
Program fees	12,409	10,000	2,409	12,500	15,000	(2,500)
Festival & events revenues	2,500	-	2,500	2,500	-	2,500
Facility fees & cost recoveries	4,739	12,000	(7,261)	4,800	12,000	(7,200)
Tourist Bureau revenues	-	8,500	(8,500)	-	8,500	(8,500)
License & fee revenue	545	1,500	(955)	5,100	6,500	(1,400)
Building & development permits	13,591	11,997	1,594	14,500	16,000	(1,500)
Development agreements	-	500	(500)	-	1,000	(1,000)
Parking fines	4,975	7,500	(2,525)	6,700	10,000	(3,300)
Other fines	24,072	7,500	16,572	28,600	10,000	18,600
Cost recoveries from Water Util	167,250	167,190	60	223,100	223,000	100
Cost recoveries from Sewer Dept	36,825	36,825	-	49,100	49,100	-
Facility Rental	12,326	12,375	(49)	16,400	16,500	(100)
Land Leases	8,256	5,000	3,256	8,300	5,000	3,300
Interest on investments	23,957	15,000	8,957	30,600	20,000	10,600
Interest on outstanding taxes	51,331	54,000	(2,669)	65,200	72,000	(6,800)
Miscellaneous	14,111	-	14,111	64,200	50,000	14,200
Provincial Financial Capacity Grant	104,803	52,500	52,303	139,800	70,000	69,800
Farm Acreage Grant	1,203	1,100	103	1,200	1,100	100
EMO 911 Cost Recovery	-	1,900	(1,900)	1,900	1,900	-
Employment grants	9,638	9,000	638	9,600	9,000	600
PNS conditional grants	17,000	-	17,000	17,000	-	17,000
Other conditional grants	11,500	16,600	(5,100)	46,500	16,600	29,900
Federal Grants	1,800	-	1,800	-	-	-
	<u>10,187,983</u>	<u>10,756,185</u>	<u>(568,202)</u>	<u>11,676,400</u>	<u>11,261,900</u>	<u>414,500</u>
EXPENSES						
Salary and wages	1,535,006	1,696,071	(161,065)	2,035,100	2,227,100	(192,000)
Employee Benefits	344,980	332,724	12,256	457,000	443,300	13,700
Seasonal Wages	416,687	349,482	67,205	457,000	370,200	86,800
Employee Benefits Seasonal wag	42,070	54,428	(12,358)	48,400	58,500	(10,100)
Meetings, Meals and Travel	10,185	14,887	(4,702)	15,800	24,000	(8,200)
Professional Development	37,818	51,913	(14,095)	47,600	66,900	(19,300)
Membership Dues & Fees	13,261	15,437	(2,176)	18,800	19,600	(800)
Advertising	5,486	19,558	(14,072)	7,100	24,500	(17,400)
Telecommunications	24,454	29,201	(4,747)	34,000	39,300	(5,300)
Office Expense	42,712	46,780	(4,068)	54,400	59,900	(5,500)
Legal	61,079	38,272	22,807	84,000	52,700	31,300
Insurance	144,158	146,425	(2,267)	149,300	154,500	(5,200)
Marketing and Communications	4,221	3,375	846	4,600	4,500	100
Audit	5,513	-	5,513	22,500	21,500	1,000
Honorariums	161,573	169,154	(7,581)	200,300	207,900	(7,600)
Miscellaneous	1,742	1,050	692	3,200	1,400	1,800
Heat	13,003	10,980	2,023	29,600	26,200	3,400
Utilities	114,831	98,481	16,350	181,900	138,200	43,700
Repairs and Maintenance	145,878	122,902	22,976	175,300	136,600	38,700
Vehicle Fuel	32,191	31,269	922	49,400	47,700	1,700
Vehicle Repairs & Maintenance	110,728	102,436	8,292	153,500	144,100	9,400
Vehicle Insurance	18,943	19,200	(257)	19,100	19,200	(100)
Operational Equip & Supplies	448,504	473,624	(25,120)	547,600	563,100	(15,500)
Equipment Maintenance	9,493	7,500	1,993	12,000	10,000	2,000
Equipment Rentals	21,603	3,750	17,853	26,700	5,000	21,700
Program Expenditures	126,451	67,824	58,627	131,700	80,100	51,600
Contracted Services	2,208,492	2,152,342	56,150	2,725,400	2,693,600	31,800
Grants to Organizations	133,000	149,200	(16,200)	193,000	154,200	38,800
Licenses and Permits	2,384	-	2,384	3,200	3,300	(100)
Tax Exemptions	109,195	111,755	(2,560)	109,200	111,800	(2,600)
Partner Contributions	1,146,690	1,350,619	(203,929)	1,732,800	1,823,900	(91,100)
Other debt charges	13,839	9,700	4,139	13,900	10,100	3,800
Debenture interest	-	-	-	3,200	-	3,200
Doubtful accounts allowance	-	-	-	2,500	2,500	-
	<u>7,506,170</u>	<u>7,680,339</u>	<u>(174,169)</u>	<u>9,749,100</u>	<u>9,745,400</u>	<u>3,700</u>
Net Operational Surplus (Deficit)	<u>2,681,813</u>	<u>3,075,846</u>	<u>(394,033)</u>	<u>1,927,300</u>	<u>1,516,500</u>	<u>410,800</u>
Capital Program & Reserves						
Principal Debenture Repayments	601,757	601,800	(43)	601,800	601,800	-
Debenture Interest	156,609	180,390	(23,781)	165,000	180,400	(15,400)
Transfer to/(from) Operating Reserves	-	-	-	(27,000)	(294,600)	267,600
Transfer to Capital Reserves	-	-	-	1,028,900	1,028,900	-
	<u>758,366</u>	<u>782,190</u>	<u>(23,824)</u>	<u>1,768,700</u>	<u>1,516,500</u>	<u>252,200</u>
Net Surplus (Deficit)	<u>\$ 1,923,447</u>	<u>\$ 2,293,656</u>	<u>\$ (370,209)</u>	<u>\$ 158,600</u>	<u>\$ -</u>	<u>\$ 158,600</u>

Town of Wolfville
General Government Division
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES						
Residential Tax	6,498,491	6,481,000	17,491	6,498,500	6,481,000	17,500
Resource Tax	12,735	13,500	(765)	12,700	13,500	(800)
Commercial Tax	1,265,157	1,277,100	(11,943)	1,265,100	1,277,100	(12,000)
Aliant	15,016	20,500	(5,484)	20,000	20,500	(500)
NSPI Grant	-	4,500	(4,500)	-	4,500	(4,500)
HST Offset Grant	62,004	37,000	25,004	62,000	37,000	25,000
Deed Transfer Tax	581,438	319,416	262,022	629,500	400,000	229,500
Commercial Area Rate	100,706	100,000	706	100,700	100,000	700
Post Office GILT	-	20,500	(20,500)	20,500	20,500	-
Acadia GILT	-	950,000	(950,000)	950,000	950,000	-
Tax Certificates & ByLaws	2,300	1,350	950	2,600	1,800	800
Kings County Fire Protection	107,844	105,900	1,944	143,800	141,200	2,600
Cost recoveries from Water Util	80,925	80,865	60	108,000	107,900	100
Cost recoveries from Sewer Dept	2,850	2,850	-	3,800	3,800	-
Facility Rental	12,326	12,375	(49)	16,400	16,500	(100)
Land Leases	-	200	(200)	-	200	(200)
Interest on investments	23,957	15,000	8,957	30,600	20,000	10,600
Interest on outstanding taxes	51,331	54,000	(2,669)	65,200	72,000	(6,800)
Miscellaneous	2,015	-	2,015	52,100	50,000	2,100
Equilization Grant	104,803	52,500	52,303	139,800	70,000	69,800
Farm Acreage Grant	1,203	1,100	103	1,200	1,100	100
	<u>8,949,343</u>	<u>9,573,956</u>	<u>(624,613)</u>	<u>10,146,800</u>	<u>9,812,900</u>	<u>333,900</u>
EXPENSES						
Salary and wages	472,804	494,525	(21,721)	619,100	644,000	(24,900)
Employee Benefits	94,583	98,234	(3,651)	129,800	133,300	(3,500)
Seasonal Wages	10,264	12,000	(1,736)	10,300	12,000	(1,700)
Employee Benefits Seasonal wag	969	1,200	(231)	1,000	1,200	(200)
Meals and Travel	3,838	3,526	312	4,900	6,700	(1,800)
Professional Development	30,670	40,663	(9,993)	36,700	51,900	(15,200)
Membership Dues & Fees	6,943	7,172	(229)	8,900	8,800	100
Advertising	4,896	6,558	(1,662)	6,400	8,500	(2,100)
Telecommunications	8,450	10,952	(2,502)	11,700	14,900	(3,200)
Office Expense	26,560	24,780	1,780	33,000	30,600	2,400
Legal	34,086	22,500	11,586	39,400	30,000	9,400
Insurance	138,601	143,725	(5,124)	143,700	147,000	(3,300)
Marketing and Communications	3,262	750	2,512	3,400	1,000	2,400
Audit	5,513	-	5,513	22,500	21,500	1,000
Stipends/Honorariums	128,756	128,754	2	167,500	167,500	-
Miscellaneous	928	1,050	(122)	2,300	1,400	900
Heat	7,032	6,200	832	16,300	15,100	1,200
Utilities	3,593	4,275	(682)	5,500	5,700	(200)
Repairs and Maintenance	50,565	18,113	32,452	51,600	20,000	31,600
Operational Equip & Supplies	90,403	116,210	(25,807)	105,600	122,000	(16,400)
Contracted Services	60,289	76,850	(16,561)	60,300	91,100	(30,800)
Grants to Organizations	83,500	68,900	14,600	128,500	73,900	54,600
Tax Exemptions	109,195	111,755	(2,560)	109,200	111,800	(2,600)
Election	-	-	-	-	-	-
Other debt charges	13,839	9,700	4,139	13,900	10,100	3,800
Debenture interest	3,161	-	3,161	3,200	-	3,200
Doubtful accounts allowance	-	-	-	2,500	2,500	-
	<u>1,456,496</u>	<u>1,417,392</u>	<u>39,104</u>	<u>1,801,200</u>	<u>1,744,500</u>	<u>56,700</u>
Net Division Surplus (Deficit)	<u>7,492,847</u>	<u>8,156,564</u>	<u>(663,717)</u>	<u>8,345,600</u>	<u>8,068,400</u>	<u>277,200</u>

Town of Wolfville
Legislative
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 03/31/22	Budget 03/31/22	
EXPENSES						
Employee Benefits	4,650	5,060	(410)	6,100	6,600	(500)
Meetings, Meals and Travel	1,778	1,728	50	2,400	4,300	(1,900)
Professional Development	730	14,410	(13,680)	1,700	16,900	(15,200)
Membership Dues & Fees	4,383	4,572	(189)	5,900	6,100	(200)
Advertising	-	300	(300)	-	300	(300)
Telecommunications	1,536	2,520	(984)	2,200	3,400	(1,200)
Stipends & Honorariums	128,756	128,754	2	167,500	167,500	-
Miscellaneous	886	900	(14)	2,200	1,200	1,000
Contracted Services	-	-	-	-	-	-
	<u>142,719</u>	<u>158,244</u>	<u>(15,525)</u>	<u>188,000</u>	<u>206,300</u>	<u>(18,300)</u>
Net Department Surplus (Deficit)	<u>(142,719)</u>	<u>(158,244)</u>	<u>15,525</u>	<u>(188,000)</u>	<u>(206,300)</u>	<u>18,300</u>

Town of Wolfville
General Administration
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES						
TOTAL REVENUE	-	-	-	-	-	-
EXPENSES						
Salary and wages	178,570	198,920	(20,350)	236,500	258,700	(22,200)
Employee Benefits	27,027	32,820	(5,793)	42,100	49,800	(7,700)
Seasonal Wages	-	-	-	-	-	-
Employee Benefits Seasonal wag	-	-	-	-	-	-
Meetings, Meals and Travel	1,850	750	1,100	2,000	1,000	1,000
Membership Dues & Fees	1,645	1,800	(155)	2,000	1,900	100
Advertising	4,114	6,105	(1,991)	5,600	8,000	(2,400)
Telecommunications	1,484	2,565	(1,081)	2,100	3,500	(1,400)
Office Expense	507	900	(393)	700	1,200	(500)
Legal	32,099	11,250	20,849	33,600	15,000	18,600
Marketing and Communications	1,937	750	1,187	2,000	1,000	1,000
Miscellaneous	50	-	50	100	-	100
Program Expenditures	-	9,000	(9,000)	-	12,000	(12,000)
Contracted Services	7,300	41,250	(33,950)	7,300	55,000	(47,700)
	<u>256,583</u>	<u>306,110</u>	<u>(49,527)</u>	<u>334,000</u>	<u>407,100</u>	<u>(73,100)</u>
Net Department Surplus (Deficit)	<u>(256,583)</u>	<u>(306,110)</u>	<u>(49,527)</u>	<u>(334,000)</u>	<u>(407,100)</u>	<u>(73,100)</u>
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Surplus (Deficit)	<u>\$ (256,583)</u>	<u>\$ (306,110)</u>	<u>\$ (49,527)</u>	<u>\$ (334,000)</u>	<u>\$ (407,100)</u>	<u>\$ (73,100)</u>

Town of Wolfville
Human Resources
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES	-	-	-	-	-	-
EXPENSES						
Employee Benefits	5,325	6,750	(1,425)	8,100	9,000	(900)
Meetings, Meals and Travel	123	675	(552)	400	900	(500)
Professional Development	29,940	26,253	3,687	35,000	35,000	-
Membership Dues & Fees	227	-	227	300	-	300
Advertising	782	-	782	800	-	800
Office Expense	4,293	-	4,293	5,000	-	5,000
Legal	1,987	11,250	(9,263)	5,800	15,000	(9,200)
Operational Equip & Supplies	9,611	9,825	(214)	9,700	10,000	(300)
	<u>52,288</u>	<u>54,753</u>	<u>(2,465)</u>	<u>65,100</u>	<u>69,900</u>	<u>(4,800)</u>
Net Department Surplus (Deficit)	(52,288)	(54,753)	2,465	(65,100)	(69,900)	4,800

Town of Wolfville
Finance
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 03/31/22	Budget 03/31/22	
REVENUES						
Tax Certificates & ByLaws	2,300	1,350	950	2,600	1,800	800
Cost recoveries from Water Util	50,025	50,025	-	66,700	66,700	-
Miscellaneous	75	-	75	100	-	100
	<u>52,400</u>	<u>51,375</u>	<u>1,025</u>	<u>69,400</u>	<u>68,500</u>	<u>900</u>
EXPENSES						
Salary and wages	187,321	183,725	3,596	243,500	239,900	3,600
Employee Benefits	34,258	33,071	1,187	44,700	41,200	3,500
Meetings, Meals and Travel	87	223	(136)	100	300	(200)
Membership Dues & Fees	688	800	(112)	700	800	(100)
Telecommunications	696	810	(114)	1,000	1,100	(100)
Office Expense	1,632	2,175	(543)	2,100	2,900	(800)
Audit	5,513	-	5,513	22,500	21,500	1,000
Miscellaneous	(8)	150	(158)	-	200	(200)
Contracted Services	-	-	-	-	-	-
	<u>230,187</u>	<u>220,954</u>	<u>9,233</u>	<u>314,600</u>	<u>307,900</u>	<u>6,700</u>
Net Department Surplus (Deficit)	<u>(177,787)</u>	<u>(169,579)</u>	<u>(8,208)</u>	<u>(245,200)</u>	<u>(239,400)</u>	<u>(5,800)</u>

Town of Wolfville
Information Technology
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES			-			-
Cost recoveries from Water Util	25,500	25,500	-	34,000	34,000	-
Cost recoveries from Sewer Dept	2,850	2,850	-	3,800	3,800	-
Miscellaneous		-	-	-		-
	<u>28,350</u>	<u>28,350</u>	-	<u>37,800</u>	<u>37,800</u>	-
EXPENSES						
Salary and wages	103,074	103,189	(115)	134,000	134,100	(100)
Employee Benefits	22,866	18,971	3,895	28,000	24,600	3,400
Seasonal Wages	10,264	12,000	(1,736)	10,300	12,000	(1,700)
Employee Benefits Seasonal wag	969	1,200	(231)	1,000	1,200	(200)
Meetings, Meals and Travel	-	150	(150)	-	200	(200)
Telecommunications	3,721	3,689	32	4,600	5,000	(400)
Office Expense	12		12	100		100
Operational Equip & Supplies	78,753	104,882	(26,129)	93,800	110,000	(16,200)
Contracted Services	52,989	35,600	17,389	53,000	36,100	16,900
	<u>272,648</u>	<u>279,681</u>	<u>(7,033)</u>	<u>324,800</u>	<u>323,200</u>	<u>1,600</u>
Net Department Surplus (Deficit)	<u>(244,298)</u>	<u>(251,331)</u>	<u>7,033</u>	<u>(287,000)</u>	<u>(285,400)</u>	<u>(1,600)</u>

Town of Wolfville
 General Government Common Services - Town Hall
 For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES			-			-
Cost recoveries from Water Util	5,400	5,340	60	7,300	7,200	100
TOTAL REVENUE	5,400	5,340	60	7,300	7,200	100
EXPENSES						
Salary and wages	3,839	8,691	(4,852)	5,100	11,300	(6,200)
Employee Benefits	457	1,562	(1,105)	800	2,100	(1,300)
Meetings, Meals and Travel	-	-	-	-	-	-
Advertising	-	153	(153)	-	200	(200)
Telecommunications	1,013	1,368	(355)	1,800	1,900	(100)
Office Expense	20,116	21,705	(1,589)	25,100	26,500	(1,400)
Marketing and Communications	1,325	-	1,325	1,400	-	1,400
Heat	7,032	6,200	832	16,300	15,100	1,200
Utilities	3,593	4,275	(682)	5,500	5,700	(200)
Repairs and Maintenance	50,565	18,113	32,452	51,600	20,000	31,600
Operational Equip & Supplies	2,039	1,503	536	2,100	2,000	100
Contracted Services	-	-	-	-	-	-
	89,979	63,570	26,409	109,700	84,800	24,900
Net Department Surplus (Deficit)	(84,579)	(58,230)	(26,349)	(102,400)	(77,600)	(24,800)

Town of Wolfville
Other General Government
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES						
Residential Tax	6,498,491	6,481,000	17,491	6,498,500	6,481,000	17,500
Resource Tax	12,735	13,500	(765)	12,700	13,500	(800)
Commercial Tax	1,265,157	1,277,100	(11,943)	1,265,100	1,277,100	(12,000)
NSLC - GILT	24,242	24,300	(58)	24,300	24,300	-
Aliant	15,016	20,500	(5,484)	20,000	20,500	(500)
NSPI Grant	-	4,500	(4,500)	-	4,500	(4,500)
HST Offset Grant	62,004	37,000	25,004	62,000	37,000	25,000
Deed Transfer Tax	581,438	319,416	262,022	629,500	400,000	229,500
Commercial Area Rate	100,706	100,000	706	100,700	100,000	700
Post Office GILT	-	20,500	(20,500)	20,500	20,500	-
Acadia GILT	-	950,000	(950,000)	950,000	950,000	-
Kings County Fire Protection	107,844	105,900	1,944	143,800	141,200	2,600
Facility Rental	12,326	12,375	(49)	16,400	16,500	(100)
Land Leases	-	200	(200)	-	200	(200)
Interest on investments	23,957	15,000	8,957	30,600	20,000	10,600
Interest on outstanding taxes	51,331	54,000	(2,669)	65,200	72,000	(6,800)
Miscellaneous	1,940	-	1,940	52,000	50,000	2,000
Equalization/Financial Capacity Grant	104,803	52,500	52,303	139,800	70,000	69,800
Farm Acreage Grant	1,203	1,100	103	1,200	1,100	100
PNS conditional grants	-	-	-	-	-	-
TOTAL REVENUE	8,863,193	9,488,891	(625,698)	10,032,300	9,699,400	332,900
EXPENSES						
Insurance	138,601	143,725	(5,124)	143,700	147,000	(3,300)
Miscellaneous	-	-	-	-	-	-
Program Expenditures	63,796	-	63,796	64,000	-	64,000
Grants to Organizations	83,500	68,900	14,600	128,500	73,900	54,600
Tax Exemptions	109,195	111,755	(2,560)	109,200	111,800	(2,600)
Other debt charges/bank fees	13,839	9,700	4,139	13,900	10,100	3,800
Debenture interest	3,161	-	3,161	3,200	-	3,200
Doubtful accounts allowance	-	-	-	2,500	2,500	-
	412,092	334,080	78,012	465,000	345,300	119,700
Net Department Surplus (Deficit)	8,451,101	9,154,811	(703,710)	9,567,300	9,354,100	213,200

Town of Wolfville
Protective Services Division
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES						
Fire Protection Rate	393,890	396,100	(2,210)	393,900	396,100	(2,200)
Kings County Fire Protection	127,350	125,700	1,650	169,800	167,600	2,200
REMO Cost Recovery	60,000	60,000	-	69,400	80,000	(10,600)
License & fee revenue	470	-	470	5,000	5,000	-
Parking fines	4,975	7,500	(2,525)	6,700	10,000	(3,300)
Other fines	24,072	7,500	16,572	28,600	10,000	18,600
Miscellaneous	10,993	-	10,993	11,000	-	11,000
EMO 911 Cost Recovery	-	1,900	(1,900)	1,900	1,900	-
	<u>621,750</u>	<u>598,700</u>	<u>23,050</u>	<u>686,300</u>	<u>670,600</u>	<u>15,700</u>
EXPENSES						
Salary and wages	133,310	160,853	(27,543)	180,300	210,100	(29,800)
Employee Benefits	23,912	27,206	(3,294)	31,600	35,200	(3,600)
Seasonal Wages	11,166	12,184	(1,018)	21,900	16,700	5,200
Employee Benefits Seasonal wag	875	1,267	(392)	2,100	1,700	400
Meals and Travel	1,908	5,781	(3,873)	3,100	7,700	(4,600)
Professional Development	7,148	11,250	(4,102)	10,900	15,000	(4,100)
Membership Dues & Fees	500	900	(400)	1,400	1,700	(300)
Telecommunications	7,036	7,047	(11)	9,600	9,400	200
Office Expense	1,069	5,775	(4,706)	1,800	7,800	(6,000)
Legal	5,652	5,775	(123)	9,500	7,700	1,800
Insurance	5,557	2,700	2,857	5,600	7,500	(1,900)
Marketing and Communications	-	750	(750)	200	1,000	(800)
Stipends & Honorariums	32,817	40,400	(7,583)	32,800	40,400	(7,600)
Heat	2,651	2,480	171	5,200	4,100	1,100
Utilities	10,746	12,020	(1,274)	16,500	17,200	(700)
Repairs and Maintenance	18,626	8,786	9,840	20,600	11,600	9,000
Vehicle Fuel	3,111	4,628	(1,517)	4,700	6,200	(1,500)
Vehicle Repairs & Maintenance	22,160	34,878	(12,718)	35,600	46,500	(10,900)
Vehicle Insurance	9,027	9,100	(73)	9,100	9,100	-
Operational Equip & Supplies	78,857	54,375	24,482	84,200	69,500	14,700
Equipment Maintenance	9,493	7,500	1,993	12,000	10,000	2,000
Contracted Services	1,496,066	1,470,222	25,844	1,996,000	1,957,500	38,500
Licenses and Permits	1,335	-	1,335	1,800	1,800	-
Debenture interest	2,813	2,500	313	2,800	2,500	300
	<u>1,885,835</u>	<u>1,888,377</u>	<u>(2,542)</u>	<u>2,499,300</u>	<u>2,497,900</u>	<u>1,400</u>
Net Division Surplus (Deficit)	<u>(1,264,085)</u>	<u>(1,289,677)</u>	<u>25,592</u>	<u>(1,813,000)</u>	<u>(1,827,300)</u>	<u>14,300</u>

Town of Wolfville
Police and Law Enforcement
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 03/31/22	Budget 03/31/22	
REVENUES						
Other fines	24,072	7,500	16,572	28,600	10,000	18,600
	<u>24,072</u>	<u>7,500</u>	<u>16,572</u>	<u>28,600</u>	<u>10,000</u>	<u>18,600</u>
EXPENSES						
Salary and wages	2,995	5,187	(2,192)	3,900	6,800	(2,900)
Employee Benefits	358	1,035	(677)	600	1,400	(800)
Legal	5,175	4,875	300	8,500	6,500	2,000
Utilities	2,015	2,420	(405)	3,600	3,500	100
Repairs and Maintenance	2,958	2,058	900	3,400	2,700	700
Contracted Services	1,159,821	1,138,940	20,881	1,544,900	1,517,000	27,900
	<u>1,173,322</u>	<u>1,154,515</u>	<u>18,807</u>	<u>1,564,900</u>	<u>1,537,900</u>	<u>27,000</u>
Net Department Surplus (Deficit)	<u>(1,149,250)</u>	<u>(1,147,015)</u>	<u>(2,235)</u>	<u>(1,536,300)</u>	<u>(1,527,900)</u>	<u>(8,400)</u>

Town of Wolfville
Bylaw Enforcement
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES						
Parking fines	4,975	7,500	(2,525)	6,700	10,000	(3,300)
Other fines	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
	<u>4,975</u>	<u>7,500</u>	<u>(2,525)</u>	<u>6,700</u>	<u>10,000</u>	<u>(3,300)</u>
EXPENSES						
Salary and wages	25,666	48,891	(23,225)	38,600	63,600	(25,000)
Employee Benefits	5,493	9,780	(4,287)	7,900	12,700	(4,800)
Seasonal Wages	1,465	-	1,465	7,500	-	7,500
Employee Benefits Seasonal wag	91	-	91	750	-	750
Meetings, Meals and Travel	-	150	(150)	100	200	(100)
Membership Dues & Fees	75	100	(25)	100	100	-
Telecommunications	600	747	(147)	900	1,000	(100)
Office Expense	1,069	1,125	(56)	1,400	1,600	(200)
Legal	477	900	(423)	1,000	1,200	(200)
Marketing and Communications	-	750	(750)	200	1,000	(800)
Vehicle Fuel	175	375	(200)	300	500	(200)
Vehicle Repairs & Maintenance	452	678	(226)	600	900	(300)
Vehicle Insurance	563	600	(37)	600	600	-
Operational Equip & Supplies	950	750	200	1,200	1,000	200
Contracted Services	19,564	12,000	7,564	22,600	15,000	7,600
	<u>56,640</u>	<u>76,846</u>	<u>(20,206)</u>	<u>83,750</u>	<u>99,400</u>	<u>(15,650)</u>
Net Department Surplus (Deficit)	<u>(51,665)</u>	<u>(69,346)</u>	<u>17,681</u>	<u>(77,050)</u>	<u>(89,400)</u>	<u>12,350</u>

Town of Wolfville
Fire Service
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES						
Fire Protection Rate	393,890	396,100	(2,210)	393,900	396,100	(2,200)
Kings County Fire Protection	127,272	125,250	2,022	169,700	167,000	2,700
Miscellaneous	10,993	-	10,993	11,000	-	11,000
Other conditional grants	-	-	-	-	-	-
	<u>532,155</u>	<u>521,350</u>	<u>10,805</u>	<u>574,600</u>	<u>563,100</u>	<u>11,500</u>
EXPENSES						
Salary and wages	63,664	64,580	(916)	81,400	84,700	(3,300)
Employee Benefits	11,626	9,675	1,951	13,800	12,300	1,500
Meetings, Meals and Travel	1,054	1,881	(827)	1,700	2,500	(800)
Professional Development	7,148	11,250	(4,102)	10,900	15,000	(4,100)
Membership Dues & Fees	425	800	(375)	1,300	1,600	(300)
Telecommunications	6,167	6,300	(133)	8,300	8,400	(100)
Office Expense	-	375	(375)	300	500	(200)
Insurance	5,557	2,700	2,857	5,600	7,500	(1,900)
Stipends & Honorariums	32,817	40,400	(7,583)	32,800	40,400	(7,600)
Heat	2,651	2,480	171	5,200	4,100	1,100
Utilities	8,731	9,600	(869)	12,900	13,700	(800)
Repairs and Maintenance	15,668	6,728	8,940	17,200	8,900	8,300
Vehicle Fuel	2,936	4,253	(1,317)	4,400	5,700	(1,300)
Vehicle Repairs & Maintenance	21,708	34,200	(12,492)	35,000	45,600	(10,600)
Vehicle Insurance	8,464	8,500	(36)	8,500	8,500	-
Operational Equip & Supplies	76,341	47,250	29,091	80,400	60,000	20,400
Equipment Maintenance	9,493	7,500	1,993	12,000	10,000	2,000
Contracted Services	309,181	308,032	1,149	413,500	410,500	3,000
Licenses and Permits	1,335	-	1,335	1,800	1,800	-
	<u>584,966</u>	<u>566,504</u>	<u>18,462</u>	<u>747,000</u>	<u>741,700</u>	<u>5,300</u>
Net Department Surplus (Deficit)	<u>(52,811)</u>	<u>(45,154)</u>	<u>(7,657)</u>	<u>(172,400)</u>	<u>(178,600)</u>	<u>6,200</u>

Town of Wolfville
Emergency Measures
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 03/31/22	Budget 03/31/22	
REVENUES						
REMO Cost Recovery	60,000	60,000	-	69,400	80,000	10,600
	<u>60,000</u>	<u>60,000</u>	<u>-</u>	<u>69,400</u>	<u>80,000</u>	<u>10,600</u>
EXPENSES						
Salary and wages	40,938	40,620	(318)	56,300	52,800	(3,500)
Employee Benefits	6,434	6,500	66	9,300	8,500	(800)
Meetings, Meals and Travel	854	3,750	(2,896)	1,300	5,000	(3,700)
Telecommunications	269	-	269	400	-	400
Office Expense	-	4,275	(4,275)	100	5,700	(5,600)
Operational Equip & Supplies	1,136	6,000	(4,864)	2,000	8,000	(6,000)
	<u>49,631</u>	<u>61,145</u>	<u>(11,514)</u>	<u>69,400</u>	<u>80,000</u>	<u>(10,600)</u>
Net Department Surplus (Deficit)	<u>10,369</u>	<u>(1,145)</u>	<u>11,514</u>	<u>-</u>	<u>-</u>	<u>10,600</u>

Town of Wolfville
Other Protective Service Costs
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES						
Kings County Fire Protection	78	450	(372)	100	600	(500)
License & fee revenue	470	-	470	5,000	5,000	-
EMO 911 Cost Recovery	-	1,900	(1,900)	1,900	1,900	-
	<u>548</u>	<u>2,350</u>	<u>(1,802)</u>	<u>7,000</u>	<u>7,500</u>	<u>(500)</u>
EXPENSES						
Salary and wages	47	1,575	(1,528)	100	2,200	(2,100)
Employee Benefits	1	216	(215)	-	300	(300)
Seasonal Wages	9,701	12,184	(2,483)	14,400	16,700	(2,300)
Employee Benefits Seasonal wag	784	1,267	(483)	1,300	1,700	(400)
Operational Equip & Supplies	430	375	55	600	500	100
Contracted Services	7,500	11,250	(3,750)	15,000	15,000	-
Debenture interest	2,813	2,500	313	2,800	2,500	300
	<u>21,276</u>	<u>29,367</u>	<u>(8,091)</u>	<u>34,200</u>	<u>38,900</u>	<u>(4,700)</u>
Net Department Surplus (Deficit)	<u>(20,728)</u>	<u>(27,017)</u>	<u>6,289</u>	<u>(27,200)</u>	<u>(31,400)</u>	<u>4,200</u>

Town of Wolfville
Public Works Division
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES						
Metered Sales - Solar Panels	9,933	-	9,933	11,200	-	11,200
Job Cost billings	6,500	7,000	(500)	6,500	7,000	(500)
Cost recoveries from Water Util	86,325	86,325	-	115,100	115,100	-
Cost recoveries from Sewer Dept	33,975	33,975	-	45,300	45,300	-
Land Leases	8,256	3,900	4,356	8,300	3,900	4,400
TOTAL REVENUE	144,989	131,200	13,789	186,400	171,300	15,100
EXPENSES						
Salary and wages	411,315	421,004	(9,689)	551,900	568,600	(16,700)
Employee Benefits	98,679	91,455	7,224	132,100	124,200	7,900
Meals and Travel	2,539	975	1,564	5,100	3,300	1,800
Membership Dues & Fees	1,204	877	327	1,500	1,400	100
Advertising	469	-	469	500	-	500
Telecommunications	2,902	2,862	40	4,100	3,800	300
Office Expense	2,689	3,100	(411)	3,500	4,000	(500)
Legal	3,112	2,500	612	8,100	5,000	3,100
Heat	3,320	2,300	1,020	8,100	7,000	1,100
Utilities	23,188	23,016	172	34,000	33,000	1,000
Repairs and Maintenance	29,224	35,753	(6,529)	33,800	40,000	(6,200)
Vehicle Fuel	20,563	19,541	1,022	35,200	34,000	1,200
Vehicle Repairs & Maintenance	52,571	43,908	8,663	76,600	69,500	7,100
Vehicle Insurance	4,892	4,900	(8)	4,900	4,900	-
Operational Equip & Supplies	116,783	87,592	29,191	174,400	147,000	27,400
Equipment Rentals	15,847	3,750	12,097	20,900	5,000	15,900
Contracted Services	434,424	415,650	18,774	443,400	425,000	18,400
Licenses and Permits	1,049	-	1,049	1,400	1,500	(100)
Debenture interest	126,534	136,190	(9,656)	134,100	136,200	(2,100)
	1,351,304	1,295,373	55,931	1,673,600	1,613,400	60,200
Net Division Surplus (Deficit)	(1,206,315)	(1,164,173)	(42,142)	(1,487,200)	(1,442,100)	(45,100)

Town of Wolfville
Public Works Common Services
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES						
Metered Sales - Solar Panels	9,933	-		11,200	-	
Cost recoveries from Water Util	60,675	60,675	-	80,900	80,900	-
Cost recoveries from Sewer Dept	18,600	18,600	-	24,800	24,800	-
TOTAL REVENUE	89,208	79,275	-	116,900	105,700	-
EXPENSES						
Salary and wages	136,235	137,502	(1,267)	170,800	178,900	(8,100)
Employee Benefits	34,985	22,997	11,988	41,900	30,000	11,900
Meetings, Meals and Travel	739	225	514	1,000	300	700
Membership Dues & Fees	1,204	877	327	1,500	1,400	100
Advertising	469	-	469	500	-	500
Telecommunications	2,902	2,862	40	4,100	3,800	300
Office Expense	2,689	3,100	(411)	3,500	4,000	(500)
Legal	3,112	2,500	612	8,100	5,000	3,100
Heat	3,320	2,300	1,020	8,100	7,000	1,100
Utilities	7,064	6,400	664	11,000	10,000	1,000
Repairs and Maintenance	29,224	35,753	(6,529)	33,800	40,000	(6,200)
Operational Equip & Supplies	536	2,250	(1,714)	1,300	3,000	(1,700)
Contracted Services	-	1,125	(1,125)	-	1,500	(1,500)
Licenses and Permits	1,049	-	1,049	1,400	1,500	(100)
	223,528	217,891	5,637	287,000	286,400	600
Net Department Surplus (Deficit)	(134,320)	(138,616)	(5,637)	(170,100)	(180,700)	(600)

Town of Wolfville
Roads and Streets
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES						
Cost recoveries from Water Util	25,650	25,650	-	34,200	34,200	-
Cost recoveries from Sewer Dept	15,375	15,375	-	20,500	20,500	-
Miscellaneous	-	-	-	-	-	-
	<u>41,025</u>	<u>41,025</u>	<u>-</u>	<u>54,700</u>	<u>54,700</u>	<u>-</u>
EXPENSES						
Salary and wages	274,523	282,732	(8,209)	380,500	388,700	(8,200)
Employee Benefits	63,606	68,307	(4,701)	90,100	94,000	(3,900)
Meetings, Meals and Travel	1,800	750	1,050	4,100	3,000	1,100
Vehicle Fuel	20,563	19,541	1,022	35,200	34,000	1,200
Vehicle Repairs & Maintenance	52,571	43,908	8,663	76,600	69,500	7,100
Vehicle Insurance	4,892	4,900	(8)	4,900	4,900	-
Operational Equip & Supplies	88,445	67,592	20,853	144,000	125,000	19,000
Equipment Rentals	15,847	3,750	12,097	20,900	5,000	15,900
Contracted Services	394,173	376,400	17,773	402,800	385,000	17,800
	<u>916,420</u>	<u>867,880</u>	<u>48,540</u>	<u>1,159,100</u>	<u>1,109,100</u>	<u>50,000</u>
Net Department Surplus (Deficit)	<u>(875,395)</u>	<u>(826,855)</u>	<u>(48,540)</u>	<u>(1,104,400)</u>	<u>(1,054,400)</u>	<u>(50,000)</u>

Town of Wolfville
Street Lighting
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 03/31/22	Budget 03/31/22	
EXPENSES						
Utilities	16,124	16,616	(492)	23,000	23,000	-
Operational Equip & Supplies	6,303	3,750	2,553	7,600	5,000	2,600
Contracted Services	846	1,125	279	1,200	1,500	300
	<u>23,273</u>	<u>21,491</u>	<u>1,782</u>	<u>31,800</u>	<u>29,500</u>	<u>2,300</u>
Net Department Surplus (Deficit)	<u>(23,273)</u>	<u>(21,491)</u>	<u>(1,782)</u>	<u>(31,800)</u>	<u>(29,500)</u>	<u>(2,300)</u>

Town of Wolfville
Traffic Services
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 03/31/22	Budget 03/31/22	
EXPENSES						
Salary and wages	557	770	(213)	600	1,000	(400)
Employee Benefits	88	151	(63)	100	200	(100)
Operational Equip & Supplies	21,499	14,000	7,499	21,500	14,000	7,500
Contracted Services	39,405	37,000	2,405	39,400	37,000	2,400
	<u>61,549</u>	<u>51,921</u>	<u>9,628</u>	<u>61,600</u>	<u>52,200</u>	<u>9,400</u>
Net Department Surplus (Deficit)	(61,549)	(51,921)	(9,628)	(61,600)	(52,200)	(9,400)

Town of Wolfville
Other Transportation Expenses
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 03/31/22	Budget 03/31/22	
REVENUES						
Job Cost billings	6,500	7,000	(500)	6,500	7,000	(500)
Land Leases	8,256	3,900	4,356	8,300	3,900	4,400
	<u>14,756</u>	<u>10,900</u>	<u>3,856</u>	<u>14,800</u>	<u>10,900</u>	<u>3,900</u>
EXPENSES						
Debenture interest	126,534	136,190	(9,656)	134,100	136,200	(2,100)
	<u>126,534</u>	<u>136,190</u>	<u>(9,656)</u>	<u>134,100</u>	<u>136,200</u>	<u>(2,100)</u>
Net Department Surplus (Deficit)	<u>(111,778)</u>	<u>(125,290)</u>	<u>13,512</u>	<u>(119,300)</u>	<u>(125,300)</u>	<u>6,000</u>

Town of Wolfville
Sewer & Solid Waste Division
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 03/31/22	Budget 03/31/22	
REVENUE						
Sewer Rates	394,214	380,732	13,482	528,200	509,000	19,200
Kings County Sewer Contribution	-	-	-	2,000	2,000	-
TOTAL REVENUE	394,214	380,732	13,482	530,200	511,000	19,200
EXPENSES						
Salary and wages	64,579	67,310	(2,731)	85,600	87,500	(1,900)
Employee Benefits	11,136	15,480	(4,344)	16,300	20,300	(4,000)
Telecommunications	421	-	421	600	-	600
Utilities	62,550	45,698	16,852	94,400	62,500	31,900
Repairs and Maintenance	-	-	-	-	-	-
Vehicle Fuel	1,836	-	1,836	2,600	-	2,600
Vehicle Repairs & Maintenance	16,288	13,200	3,088	21,500	17,600	3,900
Operational Equip & Supplies	60,784	98,697	(37,913)	80,300	107,800	(27,500)
Equipment Rentals	-	-	-	-	-	-
Contracted Services	44,006	57,770	(13,764)	57,100	66,000	(8,900)
Debt interest	17,090	28,200	(11,110)	20,900	28,200	(7,300)
	279,557	327,355	(47,798)	380,200	390,900	(10,700)
Net Division Surplus (Deficit)	114,657	53,377	61,280	150,000	120,100	29,900

Town of Wolfville
Sewer Administration
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 03/31/22	Budget 03/31/22	
EXPENSES						
Contracted Services	21,450	18,600	2,850	28,600	24,800	3,800
	<u>21,450</u>	<u>18,600</u>	<u>2,850</u>	<u>28,600</u>	<u>24,800</u>	<u>3,800</u>
Net Department Surplus (Deficit)	<u>(21,450)</u>	<u>(18,600)</u>	<u>(2,850)</u>	<u>(28,600)</u>	<u>(24,800)</u>	<u>(3,800)</u>

Town of Wolfville
Sewer Collection
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 03/31/22	Budget 03/31/22	
EXPENSES						
Salary and wages	21,981	35,770	(13,789)	28,000	46,500	(18,500)
Employee Benefits	3,923	8,229	(4,306)	5,200	10,800	(5,600)
Meetings, Meals and Travel	-	-	-	-	-	-
Vehicle Repairs & Maintenance	9,225	9,225	-	12,300	12,300	-
Operational Equip & Supplies	17,528	48,000	(30,472)	27,600	48,000	(20,400)
Equipment Rentals	-	-	-	-	-	-
Contracted Services	5,519	25,000	(19,481)	5,600	25,000	(19,400)
	<u>58,176</u>	<u>126,224</u>	<u>(68,048)</u>	<u>78,700</u>	<u>142,600</u>	<u>(63,900)</u>
Net Department Surplus (Deficit)	<u>(58,176)</u>	<u>(126,224)</u>	<u>68,048</u>	<u>(78,700)</u>	<u>(142,600)</u>	<u>63,900</u>

Town of Wolfville
Sewer Lift Stations
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 03/31/22	Budget 03/31/22	
EXPENSES						
Salary and wages	5,605	-	(5,605)	7,100	-	(7,100)
Employee Benefits	876	-	(876)	1,300	-	(1,300)
Utilities	10,324	14,045	(3,721)	19,600	20,300	(700)
Operational Equip & Supplies	17,586	21,100	(3,514)	20,600	23,800	(3,200)
Contracted Services	4,516	3,400	(1,116)	4,500	3,400	(1,100)
	<u>38,907</u>	<u>38,545</u>	<u>362</u>	<u>53,100</u>	<u>47,500</u>	<u>5,600</u>
Net Department Surplus (Deficit)	<u>(38,907)</u>	<u>(38,545)</u>	<u>(362)</u>	<u>(53,100)</u>	<u>(47,500)</u>	<u>(5,600)</u>

Town of Wolfville
Sewer Treatment
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 03/31/22	Budget 03/31/22	
EXPENSES						
Salary and wages	36,993	31,540	5,453	50,500	41,000	9,500
Employee Benefits	6,337	7,251	(914)	9,800	9,500	300
Telecommunications	421	-	421	600	-	600
Utilities	52,226	31,653	20,573	74,800	42,200	32,600
Repairs and Maintenance	-	-	-	-	-	-
Vehicle Fuel	1,836	-	1,836	2,600	-	2,600
Vehicle Repairs & Maintenance	7,063	3,975	3,088	9,200	5,300	3,900
Vehicle Insurance	867	1,000	(133)	900	1,000	(100)
Operational Equip & Supplies	9,217	12,222	(3,005)	12,900	16,000	(3,100)
Equipment Rentals	-	-	-	-	-	-
Contracted Services	8,928	3,220	5,708	12,300	4,000	8,300
	<u>123,888</u>	<u>90,861</u>	<u>33,027</u>	<u>173,600</u>	<u>119,000</u>	<u>54,600</u>
Net Department Surplus (Deficit)	<u>(123,888)</u>	<u>(90,861)</u>	<u>(33,027)</u>	<u>(173,600)</u>	<u>(119,000)</u>	<u>(54,600)</u>

Town of Wolfville
Solid Waste Management
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 03/31/22	Budget 03/31/22	Variance
REVENUES	-	-	-	-	-	-
EXPENSES						
Operational Equip & Supplies		-	-			-
Contracted Services	2,550	3,750	(1,200)	5,000	5,000	-
	2,550	3,750	(1,200)	5,000	5,000	-
Net Department Surplus (Deficit)	(2,550)	(3,750)	1,200	(5,000)	(5,000)	-

Town of Wolfville
Other Environmental
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 03/31/22	Budget 03/31/22	
REVENUES						
Sewer Rates	394,214	380,732	13,482	528,200	509,000	19,200
Kings County Sewer Contribution		-	-	2,000	2,000	-
	<u>394,214</u>	<u>380,732</u>	<u>13,482</u>	<u>530,200</u>	<u>511,000</u>	<u>19,200</u>
EXPENSES						
Operational Equip & Supplies	16,453	17,375	(922)	19,200	20,000	(800)
Equipment Rentals	-	-	-	-	-	-
Contracted Services	1,043	3,800	(2,757)	1,100	3,800	(2,700)
Debenture interest	17,090	28,200	(11,110)	20,900	28,200	(7,300)
	<u>34,586</u>	<u>49,375</u>	<u>(14,789)</u>	<u>41,200</u>	<u>52,000</u>	<u>(10,800)</u>
Net Department Surplus (Deficit)	<u>359,628</u>	<u>331,357</u>	<u>28,271</u>	<u>489,000</u>	<u>459,000</u>	<u>30,000</u>

Town of Wolfville
 Planning Division
 For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES						
Zoning & Subdivision approvals	3,107	600	2,507	3,100	600	2,500
License & fee revenue	75	1,500	(1,425)	100	1,500	(1,400)
Building & development permits	13,591	11,997	1,594	14,500	16,000	(1,500)
Development agreements	-	500	(500)	-	1,000	(1,000)
Land Leases	-	900	(900)	-	900	(900)
PNS conditional grants	12,000	-	12,000	12,000	-	12,000
Other conditional grants	-	-	-	35,000	-	35,000
	<u>28,773</u>	<u>15,497</u>	<u>13,276</u>	<u>64,700</u>	<u>20,000</u>	<u>44,700</u>
EXPENSES						
Salary and wages	258,952	261,220	(2,268)	336,100	339,600	(3,500)
Employee Benefits	54,497	45,280	9,217	71,200	58,800	12,400
Seasonal Wages	34,721	30,000	4,721	46,400	30,000	16,400
Employee Benefits Seasonal wag	3,565	2,309	1,256	4,700	3,000	1,700
Meetings, Meals and Travel	287	3,750	(3,463)	600	5,000	(4,400)
Membership Dues & Fees	1,720	2,500	(780)	2,400	2,500	(100)
Advertising	-	6,000	(6,000)	-	8,000	(8,000)
Telecommunications	2,471	3,975	(1,504)	3,400	5,300	(1,900)
Office Expense	8,723	9,900	(1,177)	11,200	13,200	(2,000)
Legal	16,862	7,497	9,365	25,600	10,000	15,600
Miscellaneous	814	-	814	900	-	900
Operational Equip & Supplies	213	-	213	300	-	300
Program Expenditures	9,105	-	9,105	9,100	-	9,100
Contracted Services	97,523	41,250	56,273	86,300	55,000	31,300
	<u>489,453</u>	<u>413,681</u>	<u>75,772</u>	<u>598,200</u>	<u>530,400</u>	<u>67,800</u>
Net Division Surplus (Deficit)	<u>(460,680)</u>	<u>(398,184)</u>	<u>(62,496)</u>	<u>(533,500)</u>	<u>(510,400)</u>	<u>(23,100)</u>

Town of Wolfville
Community Development Division
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES						
Kings County Recreation Contrib	225	-	225	15,000	15,000	-
Program fees	12,409	10,000	2,409	12,500	15,000	(2,500)
Festival & events revenues	2,500	-	2,500	2,500	-	2,500
Facility fees & cost recoveries	4,739	12,000	(7,261)	4,800	12,000	(7,200)
Tourist Bureau revenues	-	8,500	(8,500)	-	8,500	(8,500)
Miscellaneous	1,103	-	1,103	1,100	-	1,100
Employment grants	9,638	9,000	638	9,600	9,000	600
PNS conditional grants	5,000	-	5,000	5,000	-	5,000
Other conditional grants	11,500	16,600	(5,100)	11,500	16,600	(5,100)
Federal Grants	1,800	-	1,800	1,800	-	1,800
TOTAL REVENUE	48,914	56,100	(7,186)	63,800	76,100	(12,300)
EXPENSES						
Salary and wages	194,046	291,159	(97,113)	262,100	377,300	(115,200)
Employee Benefits	62,173	55,069	7,104	76,000	71,500	4,500
Seasonal Wages	360,536	295,298	65,238	378,400	311,500	66,900
Employee Benefits Seasonal wag	36,661	49,652	(12,991)	40,600	52,600	(12,000)
Meals and Travel	1,613	855	758	2,100	1,300	800
Membership Dues & Fees	2,894	3,988	(1,094)	4,600	5,200	(600)
Advertising	121	7,000	(6,879)	200	8,000	(7,800)
Telecommunications	3,174	4,365	(1,191)	4,600	5,900	(1,300)
Office Expense	3,671	3,225	446	4,900	4,300	600
Marketing and Communications	959	1,875	(916)	1,000	2,500	(1,500)
Miscellaneous	-	-	-	-	-	-
Heat	-	-	-	-	-	-
Utilities	14,754	13,472	1,282	31,500	19,800	11,700
Repairs and Maintenance	47,463	60,250	(12,787)	69,300	65,000	4,300
Vehicle Fuel	6,681	7,100	(419)	6,900	7,500	(600)
Vehicle Repairs & Maintenance	19,709	10,450	9,259	19,800	10,500	9,300
Vehicle Insurance	4,157	4,200	(43)	4,200	4,200	-
Operational Equip & Supplies	101,464	116,750	(15,286)	102,800	116,800	(14,000)
Equipment Maintenance	-	-	-	-	-	-
Equipment Rentals	5,756	-	5,756	5,800	-	5,800
Program Expenditures	53,550	58,824	(5,274)	58,600	68,100	(9,500)
Contracted Services	76,184	90,600	(14,416)	82,300	99,000	(16,700)
Grants to Organizations	49,500	80,300	(30,800)	64,500	80,300	(15,800)
Debenture interest	7,011	13,500	(6,489)	7,200	13,500	(6,300)
	1,053,444	1,167,932	(114,488)	1,228,800	1,324,800	(96,000)
Net Division Surplus (Deficit)	(1,004,530)	(1,111,832)	107,302	(1,165,000)	(1,248,700)	88,800

Town of Wolfville
Parks Division
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES						
Miscellaneous	1,075	-	1,075	1,100	-	1,100
Employment grants	-	4,500	(4,500)		4,500	(4,500)
PNS conditional grants	-		-		-	-
Other conditional grants	-		-		-	-
Federal Grants	-		-		-	-
TOTAL REVENUE	1,075	4,500	(3,425)	1,100	4,500	(3,400)
EXPENSES						
Salary and wages - Full time	46,455	125,349	(78,894)	67,500	161,600	(94,100)
Employee Benefits	38,993	25,200	13,793	43,000	32,500	10,500
Seasonal Wages	286,921	198,999	87,922	291,000	204,300	86,700
Employee Benefits Seasonal wag	30,293	39,799	(9,506)	32,600	40,800	(8,200)
Meetings, Meals and Travel	905	-	905	1,000	-	1,000
Telecommunications	502	-	502	700	-	700
Office Expense	869	-	869	900	-	900
Utilities	5,976	4,012	1,964	7,100	5,400	1,700
Repairs and Maintenance - Building	8,666	-	8,666	9,200	-	9,200
Vehicle Fuel	6,681	6,100	581	6,900	6,500	400
Vehicle Repairs & Maintenance	19,317	8,450	10,867	19,400	8,500	10,900
Vehicle Insurance	4,074	3,600	474	4,100	3,600	500
Operational Equip & Supplies	93,109	88,150	4,959	93,800	88,200	5,600
Equipment Rentals	5,756	-	5,756	5,800	-	5,800
Contracted Services	72,504	66,600	5,904	77,600	72,500	5,100
Debenture interest	4,048	10,400	(6,352)	4,100	10,400	(6,300)
	625,069	576,659	48,410	664,700	634,300	30,400
Net Division Surplus (Deficit)	(623,994)	(572,159)	(51,835)	(663,600)	(629,800)	(33,800)

Town of Wolfville
Economic Development
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 03/31/22	Budget 03/31/22	Variance
REVENUES	-	-	-	-	-	-
EXPENSES						
Membership Dues & Fees	46		46	100		100
Marketing and Communications	892		892	900		900
Operational Equip & Supplies	88		88	100		100
Grants to Organizations	-	10,000	(10,000)	10,000	10,000	-
	<u>1,026</u>	<u>10,000</u>	<u>(8,974)</u>	<u>11,100</u>	<u>10,000</u>	<u>1,100</u>
Net Department Surplus (Deficit)	(1,026)	(10,000)	8,974	(11,100)	(10,000)	(1,100)

Town of Wolfville
Festival and Events
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES						
Festival & events revenues	2,500	-	2,500	2,500	-	2,500
Employment grants	4,200	4,500	(300)	4,200	4,500	(300)
PNS conditional grants	-	-	-	-	-	-
Other conditional grants	-	-	-	-	-	-
Federal Grants	1,800	-	-	1,800	-	1,800
	<u>8,500</u>	<u>4,500</u>	<u>2,200</u>	<u>8,500</u>	<u>4,500</u>	<u>4,000</u>
EXPENSES						
Salary and wages	3,008	2,750	258	3,500	3,500	-
Employee Benefits	358	550	(192)	700	700	-
Seasonal Wages	9,115	9,300	(185)	9,300	9,300	-
Employee Benefits Seasonal wag	859	1,000	(141)	1,000	1,000	-
Advertising	121	5,500	(5,379)	200	6,000	(5,800)
Operational Equip & Supplies	4,073	12,000	(7,927)	4,100	12,000	(7,900)
Program Expenditures	39,269	48,000	(8,731)	43,300	54,000	(10,700)
Contracted Services	395	-	395	400	-	400
Grants to Organizations	27,500	35,300	(7,800)	32,500	35,300	(2,800)
	<u>84,698</u>	<u>114,400</u>	<u>(29,702)</u>	<u>95,000</u>	<u>121,800</u>	<u>(26,800)</u>
Net Department Surplus (Deficit)	<u>(76,198)</u>	<u>(109,900)</u>	<u>31,902</u>	<u>(86,500)</u>	<u>(117,300)</u>	<u>30,800</u>

Town of Wolfville
Community Development Adm & Rec Centre
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES						
Facility fees & cost recoveries		-	-			-
	-	-	-	-	-	-
EXPENSES						
Salary and wages	136,815	154,120	(17,305)	181,100	200,500	(19,400)
Employee Benefits	21,683	27,822	(6,139)	30,600	36,300	(5,700)
Seasonal Wages	-	-	-	-	-	-
Employee Benefits Seasonal wag	-	-	-	-	-	-
Meetings, Meals and Travel	49	480	(431)	100	800	(700)
Membership Dues & Fees	2,848	3,488	(640)	4,000	4,700	(700)
Advertising	-	-	-	-	-	-
Telecommunications	1,334	2,475	(1,141)	2,000	3,300	(1,300)
Office Expense	1,978	1,725	253	2,300	2,300	-
Legal	1,367	-	1,367	1,400	-	1,400
Marketing and Communications	-	1,875	(1,875)	-	2,500	(2,500)
Utilities	3,512	3,010	502	16,300	5,800	10,500
Repairs and Maintenance	1,293	3,000	(1,707)	2,200	4,000	(1,800)
Operational Equip & Supplies	-	-	-	-	-	-
Contracted Services	-	1,500	(1,500)	-	1,500	(1,500)
Debenture interest	-	100	(100)	100	100	-
	<u>170,879</u>	<u>199,595</u>	<u>(28,716)</u>	<u>240,100</u>	<u>261,800</u>	<u>(21,700)</u>
Net Department Surplus (Deficit)	<u>(170,879)</u>	<u>(199,595)</u>	<u>28,716</u>	<u>(240,100)</u>	<u>(261,800)</u>	<u>21,700</u>

Town of Wolfville
Recreation Programs
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES						
Kings County Recreation Contrib	225	-	225	15,000	15,000	-
Program fees	12,409	10,000	2,409	12,500	15,000	(2,500)
Facility fees & cost recoveries	4,739	12,000	(7,261)	4,800	12,000	(7,200)
Employment grants	2,719	-	2,719	2,700	-	2,700
PNS conditional grants	-	-	-	-	-	-
Other conditional grants	6,500	1,500	5,000	6,500	1,500	5,000
Federal Grants	-	-	-	-	-	-
	<u>26,592</u>	<u>23,500</u>	<u>3,092</u>	<u>41,500</u>	<u>43,500</u>	<u>(2,000)</u>
EXPENSES						
Salary and wages	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-
Seasonal Wages	40,582	54,999	(14,417)	54,100	65,900	(11,800)
Employee Benefits Seasonal wag	3,362	5,653	(2,291)	4,800	7,600	(2,800)
Meetings, Meals and Travel	607	375	232	900	500	400
Advertising	-	1,500	(1,500)	-	2,000	(2,000)
Utilities	-	-	-	-	-	-
Vehicle Fuel	-	1,000	(1,000)	-	1,000	(1,000)
Vehicle Repairs & Maintenance	392	2,000	(1,608)	400	2,000	(1,600)
Vehicle Insurance	83	600	(517)	100	600	(500)
Operational Equip & Supplies	251	3,100	(2,849)	300	3,100	(2,800)
Program Expenditures	14,281	10,824	3,457	15,300	14,100	1,200
Contracted Services	-	22,500	(22,500)	-	25,000	(25,000)
Grants to Organizations	12,000	25,000	(13,000)	12,000	25,000	(13,000)
	<u>71,558</u>	<u>127,551</u>	<u>(55,993)</u>	<u>87,900</u>	<u>146,800</u>	<u>(58,900)</u>
Net Department Surplus (Deficit)	<u>(44,966)</u>	<u>(104,051)</u>	<u>59,085</u>	<u>(46,400)</u>	<u>(103,300)</u>	<u>56,900</u>

Town of Wolfville
Tourism
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
REVENUES						
Tourist Bureau revenues	-	8,500	(8,500)	-	8,500	(8,500)
Employment grants	2,719	-	2,719	2,700	-	2,700
PNS conditional grants	5,000	-	5,000	5,000	-	5,000
Other conditional grants	-	10,100	(10,100)		10,100	(10,100)
	<u>7,719</u>	<u>18,600</u>	<u>(10,881)</u>	<u>7,700</u>	<u>18,600</u>	<u>(10,900)</u>
EXPENSES						
Salary and wages	3,055	2,475	580	3,700	3,300	400
Employee Benefits	531	297	234	700	400	300
Seasonal Wages	23,918	32,000	(8,082)	24,000	32,000	(8,000)
Employee Benefits Seasonal wag	2,147	3,200	(1,053)	2,200	3,200	(1,000)
Meetings, Meals and Travel	52	-	52	100	-	100
Membership Dues & Fees	-	500	(500)	500	500	-
Telecommunications	1,010	1,440	(430)	1,400	2,000	(600)
Office Expense	483	750	(267)	500	1,000	(500)
Marketing and Communications	67	-	67	100	-	100
Utilities	2,455	1,500	955	3,100	2,000	1,100
Repairs and Maintenance - Buidling	6,873	750	6,123	7,200	1,000	6,200
Operational Equip & Supplies	3,943	13,000	(9,057)	4,000	13,000	(9,000)
Contracted Services	3,285	-	3,285	4,300	-	4,300
	<u>47,819</u>	<u>55,912</u>	<u>(8,093)</u>	<u>51,800</u>	<u>58,400</u>	<u>(6,600)</u>
Net Department Surplus (Deficit)	<u>(40,100)</u>	<u>(37,312)</u>	<u>(2,788)</u>	<u>(44,100)</u>	<u>(39,800)</u>	<u>(4,300)</u>

Town of Wolfville
Library
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 03/31/22	Budget 03/31/22	
REVENUES						
Miscellaneous	28	-	28	-	-	-
Other conditional grants	5,000	5,000	-	5,000	5,000	-
Federal Grants	-	-	-	-	-	-
	<u>5,028</u>	<u>5,000</u>	<u>28</u>	<u>5,000</u>	<u>5,000</u>	<u>-</u>
EXPENSES						
Salary and wages	4,713	6,465	(1,752)	6,300	8,400	(2,100)
Employee Benefits	608	1,200	(592)	1,000	1,600	(600)
Telecommunications	328	450	(122)	500	600	(100)
Office Expense	341	750	(409)	1,200	1,000	200
Utilities	2,811	4,950	(2,139)	5,000	6,600	(1,600)
Repairs and Maintenance	30,631	56,500	(25,869)	50,700	60,000	(9,300)
Operational Equip & Supplies	-	500	(500)	500	500	-
Contracted Services	-	-	-	-	-	-
Debenture interest	2,963	3,000	(37)	3,000	3,000	-
	<u>42,395</u>	<u>73,815</u>	<u>(31,420)</u>	<u>68,200</u>	<u>81,700</u>	<u>(13,500)</u>
Net Department Surplus (Deficit)	<u>(37,367)</u>	<u>(68,815)</u>	<u>31,448</u>	<u>(63,200)</u>	<u>(76,700)</u>	<u>13,500</u>

Town of Wolfville
Museum & Historical Facilities
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 03/31/22	Budget 03/31/22	
EXPENSES						
Miscellaneous			-			-
Contracted Services		-	-	-	-	-
Grants to Organizations	10,000	10,000	-	10,000	10,000	-
	<u>10,000</u>	<u>10,000</u>	-	<u>10,000</u>	<u>10,000</u>	-
Net Department Surplus (Deficit)	<u>(10,000)</u>	<u>(10,000)</u>	-	<u>(10,000)</u>	<u>(10,000)</u>	-

Town of Wolfville
Partner Contributions
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-21	31-Dec-21		03/31/22	03/31/22	
EXPENSES						
Grant to WBDC	-	100,000	(100,000)	100,000	100,000	-
Regional Solid Waste	307,606	370,900	(63,294)	431,100	512,600	(81,500)
Transit services	147,657	165,500	(17,843)	198,400	217,000	(18,600)
Valley Community Fibre	-	-	-	2,000	2,000	-
Kings Region - cooperative Initiatives	8,084	30,000	(21,916)	30,300	30,000	300
Annapolis Valley Regional Libra	22,725	22,725	-	30,100	30,300	(200)
Education	539,964	541,494	(1,530)	720,000	722,000	(2,000)
Corrections	62,682	61,500	1,182	83,600	82,000	1,600
Regional Housing Authority	-	-	-	60,000	50,000	10,000
Assessment services	57,972	58,500	(528)	77,300	78,000	(700)
	<u>1,146,690</u>	<u>1,350,619</u>	<u>(203,929)</u>	<u>1,732,800</u>	<u>1,823,900</u>	<u>(91,100)</u>
Net Department Surplus (Deficit)	<u>(1,146,690)</u>	<u>(1,350,619)</u>	<u>203,929</u>	<u>(1,732,800)</u>	<u>(1,823,900)</u>	<u>91,100</u>

**Town of Wolfville
Capital Fund ~ Project Summary
For the 9 Months Ended December 31, 2021**

	Dec 31 Actual YTD	Mar 31/21 WIP & Est. Cost to Complete	Forecast Final Cost	Budget Fiscal 21/22	Forecast Budget VARIANCE
Information Technology					
Video/Audio Council Chambers	-	20,000	20,000	15,000	5,000
	-				-
	-	20,000	20,000	15,000	5,000
Municipal Buildings					
P Wks/Comm Dev Bldg - Reno Upgrade	-	-	-	700,000	(700,000)
P Wks - Salt Shed & Parks Shed	-	-	-	430,000	(430,000)
Library - Facility Feasibility Study	-	25,000	25,000	75,000	(50,000)
	-	25,000	25,000	1,205,000	(1,180,000)
Protective Services					
Fire Equipment Upgrades	-	-	-	50,000	(50,000)
	-	-	-	50,000	(50,000)
Fleet/Equip Inventory					
Veh #30 - Water Dept. 1/2 ton	49,815		49,815	40,000	9,815
Parks -New truck - 3/4 ton 4*4	-		-	80,000	(80,000)
Parks - Kubota - replace john Deere written off	41,714			-	-
	91,529	-	49,815	120,000	(70,185)
Streets					
Highland Ave. - Project to Catherine	56,659		56,659	1,620,000	(1,563,341)
Guard Rail - Orchard Ave.	23,124	-	23,124	40,000	(16,876)
Engineering - 2020/21 Street projects	57,487		57,487	66,000	(8,513)
	137,270	-	137,270	1,726,000	(1,588,730)
Other Transportation					
Decorative Street Lights - to Willow & up Gasperea	52,448	38,152	90,600	100,000	(9,400)
Crosswalks - 2 planned or 21/22	15,791	55,000	70,791	80,000	(9,209)
Wayfinding	-		-	50,000	(50,000)
P Wks Facility Upgrades - generator	-	78,814	78,814	-	78,814
Shoreline Protection	63		63	-	63
	68,302	93,152	240,268	230,000	10,268
Sewer Operations					
Video Sewer Lines	-	75,000	75,000	75,000	-
WWTP Expansion	899,015	2,732,255	3,631,270	-	3,631,270
Sub total Sewer Operation	899,015	2,807,255	3,706,270	75,000	3,631,270
Community Services					
VIC Reno/Upgrade	1,930		1,930	600,000	(598,070)
East End Gateway - splashpad	139,338	62,000	201,338	-	201,338
East End Gateway - parking lot	-	-	-	300,000	(300,000)
East End Gateway - trail/ s/w & St	1,877	6,800	8,677	40,000	(31,323)
East End - st & s/w Willow Reconfiguration	179,500	13,300	192,800	-	192,800
Nature Preserve - Dam Study and Upgrades	65,587	216,600	282,187	50,000	232,187
Evangeline Park	-	-	-	-	-
Public Art	9,212	(9,212)	-	28,000	(28,000)
Post Office Open Space - Cenotaph	12,807		12,807	-	12,807
West end Trail System/neighborhood park	-	-	-	10,000	(10,000)
Reservoir Park - parking lot & Bike Skills	27,409		27,409	40,000	(12,591)
Pickelball Courts	3,962		3,962	145,000	(141,038)
Basinview Park				7,500	(7,500)
					-
	441,622	289,488	731,110	1,220,500	(489,390)
GRAND TOTAL ALL PROJECTS	1,637,738	3,234,895	4,909,733	4,641,500	268,233

Recorded as Operating Expense. Use of COVID SR Funding likely

Being rescope with no office reno, look to 22/23 Budget
Project being carried forward to 22/23 Budget Process
Some work being done inhouse - 1st of 3 phases currently underway. Tender to occur for architectural design and tender prep for building

nothing identified yet in this fiscal year.

Only one bid. Original truck trade-in cancelled. Water Utility having to carry out succession planning for retiring staff. 3 Utility staff now, require added vehicle.

no bids submitted on tender. Move at 22/23 budget year
Tractor written off, had to replace. Unbudgeted

design costing still underway. Project moved to 2022/23. costs this year to carryforward as WIP and combine with year 2 phase.
complete
Reorganization has some design being done in house, but still expect spending from external consultants. Covers multiple projects.

Project started, completion deferred to fiscal 2022/23
Actual costs to date for 2 RRB materials. Install derraed to 2/23
no info to provide at time of writing report
\$80 K approved budget in 2020/21. Part of WWTP Contract. Requires allocation of costs from WWTP project

tenders just closing. Project late starting. Show budget for now. Should come in less than budget once work done. May be 22/23 completion.

\$3.5 million budget 20/21. Additional (not spec'd) equipment needed to complete.

Project rescope, presented to January COW, proceed new build. Will occur in fiscal 2022/23.

\$175 K budget 20/21 - extra costs req'd for base \$22K
planned for 2021/22. Design work started...project delayed to 22/23 as original plan was based on 292 Main St development further along
scope still being worked on
Planned for 22/23, switched timing of project with parking lot above. Budget for this was \$250 K in fiscal 2022/23

Original budget target set in 2017/18, with total cost over 2 years. Total expected at that time was \$300,000 over the two years. Engineering study still within original CIP plan, but work has taken much longer.
WIP from last year was \$5,300. concept for Park now under review. Will become part of 2022/23 budget CIP.

WIP = Upfront Deposit - artist has pulled out (July 2021). Scope under review
carryover from 20/21. total project was within last yrs budget.
no work in 2021/22

Parking Lot. Other phase deferred
Report went to Council @ \$248,000 based on tender results. Staff tasked with reviewing rationale for larger scope and change in location. Will come back in draft of 2022/23 budget process.
no progress in 2021/22

Wolfville Water Utility
All Divisions
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 31-Mar-22	Budget 31-Mar-22	Variance
REVENUES						
Metered Sales	543,453	522,900	20,553	721,000	700,000	21,000
Fire Protection Charge	297,017	297,000	17	396,000	396,000	-
Sprinkler Service	-	-	-	10,800	10,800	-
Miscellaneous	8,550	10,500	(1,950)	12,000	15,000	(3,000)
Interest on arrears	1,216	2,300	(1,084)	2,000	3,000	(1,000)
Job Cost billings	15,000	3,000	12,000	15,000	3,000	12,000
Investment Income	2,966	4,125	(1,159)	5,000	5,500	(500)
	<u>868,202</u>	<u>839,825</u>	<u>28,377</u>	<u>1,161,800</u>	<u>1,133,300</u>	<u>28,500</u>
EXPENSES						
Salary and wages	223,608	220,760	(2,848)	309,300	290,700	(18,600)
Employee Benefits	40,776	44,152	3,376	66,500	58,200	(8,300)
Meetings, Meals and Travel	-	1,050	1,050	500	1,500	1,000
Professional Development	-	3,750	3,750	2,500	5,000	2,500
Membership Dues & Fees	-	500	500	500	500	-
Advertising	183	150	(33)	200	200	-
Telecommunications	547	1,125	578	900	1,500	600
Office Expense	38,031	25,500	(12,531)	50,000	34,000	(16,000)
Legal	-	225	225	-	300	300
Insurance	14,300	10,500	(3,800)	14,300	10,500	(3,800)
Audit	-	-	-	6,000	6,000	-
Miscellaneous	704	-	(704)	1,000	-	(1,000)
Utilities	68,802	68,247	(555)	93,000	91,500	(1,500)
Repairs and Maintenance	436	1,800	1,364	500	2,400	1,900
Property Taxes	55,825	53,700	(2,125)	55,900	53,700	(2,200)
Vehicle Fuel	1,358	2,250	892	2,100	3,000	900
Vehicle Repairs & Maintenance	2,900	10,800	7,900	13,900	14,400	500
Vehicle Insurance	867	400	(467)	900	400	(500)
Operational Equip & Supplies	182,468	117,128	(65,340)	171,500	148,000	(23,500)
Equipment Maintenance	811	3,750	2,939	900	5,000	4,100
Contracted Services	57,146	84,775	27,629	62,200	94,000	31,800
Doubtful accounts allowance	-	-	-	1,000	1,000	-
	<u>688,762</u>	<u>650,562</u>	<u>(38,200)</u>	<u>853,600</u>	<u>821,800</u>	<u>(31,800)</u>
Net Operating Revenue	<u>179,440</u>	<u>189,263</u>	<u>(9,823)</u>	<u>308,200</u>	<u>311,500</u>	<u>(3,300)</u>
Non-Operating						
Principal Debenture Repayments	36,960	37,000	40	37,000	37,000	-
Debenture interest	18,798	18,800	2	18,800	18,800	-
Other debt charges	97	500	403	100	500	400
Transfer to Capital Fund	399,901	70,000	(329,901)	70,000	70,000	-
Depreciation	-	-	-	145,000	160,000	15,000
Dividend to Town	-	-	-	50,000	50,000	-
	<u>455,756</u>	<u>126,300</u>	<u>(329,456)</u>	<u>320,900</u>	<u>336,300</u>	<u>15,400</u>
Net Surplus (Deficit)	<u>\$ (276,316)</u>	<u>\$ 62,963</u>	<u>\$ (339,279)</u>	<u>\$ (12,700)</u>	<u>\$ (24,800)</u>	<u>\$ 12,100</u>

Town of Wolfville
Power and Pumping
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 31-Mar-22	Budget 31-Mar-22	
EXPENSES						
Salary and wages	6,518	9,230	2,712	9,500	12,000	2,500
Employee Benefits	1,232	1,849	617	1,800	2,400	600
Utilities	61,639	63,372	1,733	83,300	85,000	1,700
Repairs and Maintenance	436	-	(436)	500	-	(500)
Operational Equip & Supplies	50,300	6,378	(43,922)	10,800	8,000	(2,800)
Equipment Maintenance	78	-	(78)	100	-	(100)
Contracted Services	2,706	16,000	13,294	2,700	16,000	13,300
	<u>122,909</u>	<u>96,829</u>	<u>(26,080)</u>	<u>108,700</u>	<u>123,400</u>	<u>14,700</u>
Net Department Surplus (Deficit)	<u>(122,909)</u>	<u>(96,829)</u>	<u>(26,080)</u>	<u>(108,700)</u>	<u>(123,400)</u>	<u>14,700</u>

Town of Wolfville
Treatment
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual 31-Dec-21	Budget 31-Dec-21	VARIANCE	Forecast 31-Mar-22	Budget 31-Mar-22	
EXPENSES						
Salary and wages	14,527	13,460	(1,067)	19,000	17,500	(1,500)
Employee Benefits	2,473	2,691	218	3,600	3,500	(100)
Utilities	3,502	4,875	1,373	5,400	6,500	1,100
Repairs and Maintenance	-	1,800	1,800	-	2,400	2,400
Operational Equip & Supplies	28,513	45,000	16,487	43,500	60,000	16,500
Contracted Services	20,097	14,775	(5,322)	23,400	18,000	(5,400)
	<u>69,112</u>	<u>82,601</u>	<u>13,489</u>	<u>94,900</u>	<u>107,900</u>	<u>13,000</u>
Net Department Surplus (Deficit)	<u>(69,112)</u>	<u>(82,601)</u>	<u>13,489</u>	<u>(94,900)</u>	<u>(107,900)</u>	<u>13,000</u>

Town of Wolfville
Transmission and Distribution
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-21	31-Dec-21		31-Mar-22	31-Mar-22	
EXPENSES						
Salary and wages	98,242	85,620	(12,622)	135,800	111,300	(24,500)
Employee Benefits	16,706	17,122	416	26,100	22,300	(3,800)
Meetings, Meals and Travel	-	750	750	300	1,000	700
Telecommunications	547	1,125	578	900	1,500	600
Utilities	3,661		(3,661)	4,300	-	(4,300)
Vehicle Fuel	1,358	2,250	892	2,100	3,000	900
Vehicle Repairs & Maintenance	2,900	10,800	7,900	13,900	14,400	500
Vehicle Insurance	867	400	(467)	900	400	(500)
Operational Equip & Supplies	103,655	65,750	(37,905)	117,200	80,000	(37,200)
Equipment Maintenance	733	3,750	3,017	800	5,000	4,200
Contracted Services	33,116	29,000	(4,116)	33,100	30,000	(3,100)
	<u>261,785</u>	<u>216,567</u>	<u>(45,218)</u>	<u>335,400</u>	<u>268,900</u>	<u>(66,500)</u>
Net Department Surplus (Deficit)	<u>(261,785)</u>	<u>(216,567)</u>	<u>(45,218)</u>	<u>(335,400)</u>	<u>(268,900)</u>	<u>(66,500)</u>

Town of Wolfville
Administration
For the Nine Months Ending December 31, 2021

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-21	31-Dec-21		31-Mar-22	31-Mar-22	
REVENUES			-			-
	-	-	-	-	-	-
EXPENSES						
Salary and wages	104,321	112,450	8,129	145,000	149,900	4,900
Employee Benefits	20,365	22,490	2,125	35,000	30,000	(5,000)
Meetings, Meals and Travel	-	300	300	200	500	300
Professional Development	-	3,750	3,750	5,000	5,000	-
Membership Dues & Fees	-	500	500	500	500	-
Advertising	183	150	(33)	200	200	-
Office Expense	38,031	25,500	(12,531)	50,000	34,000	(16,000)
Legal	-	225	225	-	300	300
Insurance	14,300	10,500	(3,800)	14,300	10,500	(3,800)
Audit	-	-	-	6,000	6,000	-
Miscellaneous	704	-	(704)	1,000	-	(1,000)
Property Taxes	55,825	53,700	(2,125)	55,900	53,700	(2,200)
Contracted Services	1,227	25,000	23,773	3,000	30,000	27,000
Doubtful accounts allowance	-	-	-	1,000	1,000	-
	<u>234,956</u>	<u>254,565</u>	<u>19,609</u>	<u>317,100</u>	<u>321,600</u>	<u>4,500</u>
Net Department Surplus (Deficit)	<u>(234,956)</u>	<u>(254,565)</u>	<u>19,609</u>	<u>(317,100)</u>	<u>(321,600)</u>	<u>4,500</u>

INFORMATION REPORT

Title: Library and Town Hall Update

Date: 2022-02-01

Department: Planning & Development



SUMMARY

Library and Town Hall Update

This report provides an update on the ongoing planning process for the co-located Library and Town Hall facility. The new Library/Town Hall is proposed in the Town's 10-year Capital Budget and this process will help us to be more 'investment ready' (e.g. grants, fundraising, etc) and bring residents and stakeholders along as decisions are made. Provided is the process to-date, next steps, and an opportunity for Council discussion.

Building on the work to-date, the (ongoing) process will next report to Council for direction, provide updated population forecasts and then move to public consultation. After the consultation concludes, a decision by Council on a preferred site for a co-located Library/Town Hall facility will be required. A concept plan and Class D costing would be developed once a preferred location is decided.

Closer to the time of construction (~2-3 years from now) a request for proposals would be developed for a detailed design process and tender documents for the new facility, based on the work ongoing now.



Images of Wolfville Library (left) and Town Hall (right)

INFORMATION REPORT

Title: Library and Town Hall Update

Date: 2022-02-01

Department: Planning & Development



1) CAO COMMENTS

For information purposes.

2) REFERENCES AND ATTACHMENTS

- Library Needs Assessment Report

3) DISCUSSION

The Town Hall/Library process to-date:

1. The previous Council adopted a Library Needs Assessment developed by a working group appointed by Council (February 2020).
2. The Library Needs Assessment was used to inform a placeholder/estimate amount for a new Library in our 10-year Capital Budget (\$2.6 million estimate with Council looking at what year this would happen through our ongoing budget deliberations). Recommendations from the Needs Assessment were also adopted by Council (2020).
3. Conversations on the future of Town Hall progressed (2020-21) and consideration of a combined Town Hall and Library (co-located) continued – this option was only briefly mentioned in the Library Needs Assessment. A new or renovated Town Hall is in the Town's 10-year Capital Budget (\$3.0 million estimate with Council looking at what year this would happen through our budget deliberations).
4. Council held a workshop with consultants to discuss a path forward on Town Hall and the Library projects on July 14, 2021. Coming out of this workshop, co-locating the facilities was desirable.
5. The Town's Management team discussed the needs of a new or renovated Town Hall with consultants (September 8, 2021).
6. Council held a workshop with consultants to discuss precedents and examples from other locations and the pros and cons of both the Town Hall site and the existing Library site for a new combined facility (December 1, 2021).
7. Staff and consultants have begun working on a package for Committee of the Whole to go through work-to-date and move to public consultation with a scope and project Council is comfortable with (ongoing)
8. Staff have sought updated population projections (ongoing) to inform facility needs, given the different outlooks from the pandemic (versus the information we had in 2016-2019).

INFORMATION REPORT

Title: Library and Town Hall Update

Date: 2022-02-01

Department: Planning & Development



The Town Hall/Library process to-come:

9. March 2022 Committee of the Whole (Council), a package including:
 - Recap and 'What We Heard' Report (Council and Management sessions to-date; Needs Assessment)
 - Revised Population Projections
 - Draft Presentation that would be used to gather public feedback (precedents; analysis of each site from various perspectives - traffic, flood risk, parking, etc; and preliminary options for each site)
 - Overview of Public Consultation and direction from Council to proceed
10. Public Consultation (directed by Council)
 - In-person workshop(s) – Covid Dependent. Can be virtual otherwise.
 - Wolfville Blooms - information sharing and feedback.
 - Committees of Council, as directed by Council.
11. Presentations to Committee of the Whole and Council for a decision on site selection.
12. Concept Development on Preferred Site and Class D Costing.

The planning/investment readiness stage would end at this point. Fundraising and potential grants, synergies with other decisions can all be better discussed with a preferred site, concept design and costing. As we get closer to this project being built (~2-3 years from now) a request for proposals for a detailed design process and tender documents would proceed.

4) FINANCIAL IMPLICATIONS

This project planning has been budgeted and the outcomes will better inform the Town's 10-year Capital Budget.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

A new Town Hall and Library will impact all of Council's strategic direction(s) from the 2021-2025 Strategic Plan:

- Economic Prosperity
- Social Equity
- Climate Action
- Community Wellness

INFORMATION REPORT

Title: Library and Town Hall Update

Date: 2022-02-01

Department: Planning & Development



6) COMMUNICATION REQUIREMENTS

Detailed project information and updates will be provided on the Town's Wolfville Blooms public engagement platform. Public consultation is proposed to proceed after March Committee of the Whole.

7) FUTURE COUNCIL INVOLVEMENT

Various - see above.

REQUEST FOR DECISION 010-2022

Title: PACE Policy Amendments

Date: 2022-02-01

Department: Finance



SUMMARY

PACE Policy Amendments

As part of the CAO Update to the regular January Committee of the Whole it was noted that changes to the PACE Policy were needed to (a) correct a map reference in the original policy and (b) to clarify language around a couple of clauses. This RFD formally brings these changes back to Council.

The changes outlined in this document are to some extent after the fact but should be made to ensure any future PACE programming is guided by the originally intended policy guidance. The changes will also help guide staff in the latter stages of the Switch Program process to finalize customer repayment terms.

DRAFT MOTION:

That Council amend selected clauses in PACE Policy 610-007 to read as follows:

- 5.1.3 The owner of the property must not be in arrears on any property tax, rates, or charges. In those instances where the owner has less than one year of ownership, the Town reserves the right to require a credit report before considering project approval

- 5.7.2 Payable through pre-authorized payments over a term of 5, 10 or 15 years. The Town and customer must mutually agree to the loan term before a project is authorized by the Town to proceed

- 5.9.1 The property is located in Zone A-2 Year area as defined in the Development Constraints Map, Schedule B of the Town's Land Use Bylaw

REQUEST FOR DECISION 010-2022

Title: PACE Policy Amendments

Date: 2022-02-01

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- Town PACE Bylaw

3) STAFF RECOMMENDATION

Staff recommend the noted changes be approved. This will help ensure clarity of for both Town staff and PACE Atlantic CIC staff when dealing with potential new customers.

4) REFERENCES AND ATTACHMENTS

1. Town PACE Policy 610-007
2. LUB MAP – Schedule B Development Constraints

5) DISCUSSION

During the process of helping customers through the Switch Program requirements a number of issues were identified by staff. With one item, well head buffer and the off-oil grant option, it became apparent that the wording in the town's policy did not match the original intent of the program. In a couple of other cases, the Policy wording has not provided the clarity desired in working out final details of approved projects.

- 5.9.1 The property is located in the Well Head Buffer Zone identified in the Development Constraints Map, Schedule B of the Town's Land Use Bylaw; and

Using that reference (Well Head Buffer Zone) yields a relatively small 60m buffer as defined on the Town mapping. In review with the Director of Planning and looking back at reports to the Source Water Protection Committee it has been determined the intended PACE Policy reference should have been to the Zone A – 2 Year line noted on the same Constraints Overlay map.

Staff recommend that clause 5.9.1 read as follows:

- The property is located in Zone A-2 Year area as defined in the Development Constraints Map, Schedule B of the Town's Land Use Bylaw.
- The same map reference correction I needed in clause 5.10.2 and 5.5.

REQUEST FOR DECISION 010-2022

Title: PACE Policy Amendments

Date: 2022-02-01

Department: Finance



Clause 5.1.3 deals with the limited credit check the Town does.

5.1.3 The owner of the property must not be in arrears on any property taxes, rates, or charges.

There are instances where new property owners have met all other requirements of the Policy, but they do not have any credit history directly with the Town. For example a house purchased in October typically has all taxes paid in full by the previous owner. In this case, no arrears exist but the Town has no information to indicate whether the new owner has credit issues. Staff have encountered this situation twice so far in the Switch program. In each case Town staff requested the customer provide a credit score report before the CAO signed off on project approval. In both bases this was provided without issue by the customer.

Staff recommend that clause 5.1.3 read as follows:

- The owner of the property must not be in arrears on any property tax, rates, or charges. In those instances where the owner has less than one year of ownership, the Town reserves the right to require a credit report before considering project approval.

Clause 5.7.2 deals with the term of repayment

5.7.2 Payable through pre-authorized payments over a term of either 5, 10 or 15 years; and

This clause has been open to interpretation by both PACE Atlantic CIC staff and customers to mean the customer thru PACE Atlantic can select the repayment term. Town staff believe the Town should have input, if not final decision, on what is an appropriate loan term. The potential issue became apparent as projects with values on the lower end of the program scale came into Town staff with an already agreed 15 year term. Projects with a total cost of say \$3,500 would yield a monthly repayment of \$19/month to the Town. If a potential customer is not able to repay at higher monthly payment than the example, some thought should go into whether the project cost is financially manageable by the potential customer. It would not be automatic that a project would be declined, but currently the Policy wording has not provided clarity that Town staff (CAO) have the authority to determine the appropriate repayment term.

Staff recommend that clause 5.7.2 read as follows:

REQUEST FOR DECISION 010-2022

Title: PACE Policy Amendments

Date: 2022-02-01

Department: Finance



- Payable through pre-authorized payments over a term of 5, 10 or 15 years. The Town and customer must mutually agree to the loan term before a project is authorized by the Town to proceed.

One final process change has already been incorporated and that deals with the wording included in the Participation Agreement. The original document did not include a line for the Town to sign indicating approval, i.e. only the customer signed the document. This in a couple of instances led to customers signing the PA as provided by PACE Atlantic CIC staff and proceeding with their project prior to the Town had a chance to consider approval of the project. The PA was revised back in December to require the CAO's signature, providing more clarity to the customer whether the Town has actually approved the project.

6) FINANCIAL IMPLICATIONS

Nothing to note in this section. This RFD deals with policy language, but does not change the budget parameters of the program.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided at this time.

8) COMMUNICATION REQUIREMENTS

Once approved, the revised terms of the Policy will be communicated to and reviewed with PACE Atlantic CIC staff to ensure all parties are working from the same base.

9) ALTERNATIVES

There is always the option to not approve the recommended changes. In this particular case, staff believe the changes are needed to ensure the program can be administered more effectively and to reduce what limited risk exposure the Town might have in providing this program.



POLICY

PACE Program Policy	
Policy Number: 610-007	Supersedes Policy Number: Not Applicable
Effective Date: 2022_XX_XX	Approved by Council Motion Number: ##-##-##

1.0 Purpose

The purpose of this policy is to define the operational parameters of the Town of Wolfville PACE (Property Assessed Clean Energy) Program, including identifying eligible clean-energy measures and types of properties, establishing details relating to financing, and setting the lending rate.

2.0 Scope

This policy is applicable to the Town of Wolfville’s PACE program and relates to all residential properties within the Town’s boundaries.

3.0 References

- Town of Wolfville Property Assessed Clean Energy (PACE) Bylaw Ch. 108
- Province of Nova Scotia Municipal Government Act (1998) Section 81A
- Town of Wolfville Municipal Planning Strategy: Policy 4.0.7

4.0 Definitions

- 4.1 “CAO” means the Chief Administrative Officer of the Municipality;
- 4.2 “Energy Efficiency Upgrade” means any installation that is permanently affixed to the property and which will result in any of the following:
 - 4.2.1 improved energy efficiency and reduce energy use;
 - 4.2.2 reduced greenhouse gas emissions;
 - 4.2.3 achievement of an environmental sustainability goal of the Municipality;
- 4.3 “PACE Program Charge” means the property assessed clean energy improvement charge levied on a property pursuant to s.81A of the Municipal Government Act;



POLICY

- 4.4 “PACE Program Bylaw” means the bylaw that lays out core elements of the Town’s PACE Program;
- 4.5 “PACE Program” means the program established by the Municipality under which owners of Qualifying Properties may apply for and obtain financing for Energy Efficiency Upgrades;
- 4.6 “Municipality” means the Municipality of Town of Wolfville;
- 4.7 “Participation Agreement” means the written PACE Program Participation Agreement between the owner of a Qualifying Property and the Municipality for financing of an Energy Efficiency Upgrade to the property.

5.0 Policy

- 5.1 To qualify for participation in the PACE program, a property must meet the following criteria:
 - 5.1.1 The property must be located within the boundaries of the Municipality;
 - 5.1.2 The owner of the property must not be a level of government, a business, or institution, as determined by the Municipality; and
 - 5.1.3 The owner of the property must not be in arrears on any property taxes, rates, or charges. In those instances where the owner has less than one year of ownership, the Town reserves the right to require a credit report before considering project approval
 - 5.1.4
- 5.2 To qualify for participation in the PACE program, the building on the property must:
 - 5.2.1 Be an existing, low-rise residential building;
 - 5.2.2 Be either a detached, semi-detached, row house, or similar; and
 - 5.2.3 Be either occupied by its owner or, if a rental property, have no more than 4 rental units.
- 5.3 To qualify for participation in the PACE Program, a proposed Energy Efficiency Upgrade must meet the following criteria:
 - 5.3.1 Strive to meet a 1:1 savings to loan ratio: the total cost of the Energy Efficiency Upgrade, program fees, and cost of borrowing should be less than or equal to the estimated energy savings over the financing period; and
 - 5.3.2 The cost of the Energy Efficiency Upgrade must have:



POLICY

- 5.3.2.1 A minimum total cost of at least \$3,000; and
 - 5.3.2.2 A maximum cost of 15% of the property's Taxable Assessed Value or \$40,000, whichever is less.
- 5.4 Applications to the PACE program will be considered on a rolling, first-come-first-served basis.
- 5.5 Notwithstanding sections 5.1, 5.2, 5.3 and 5.4, the CAO of the Municipality retains the right to prioritize applications to the Program for projects that involve the removal of fuel storage tanks located in the Well Head Buffer Zone identified in the Development Constraints Map, Schedule B of the Town's Land Use Bylaw.
- 5.6 Applications to the PACE Program are subject to approval by the CAO. The CAO may not approve an application unless the criteria set out in the PACE Program By-Law and this Policy for participation in the PACE Program are met. In addition, the CAO may take the following into account:
- 5.6.1 Whether the owner of the subject property has been in arrears on payment of any property taxes or municipal service fees within the past 2 years and the duration and extent of any such arrears;
 - 5.6.2 The availability of funds for the Municipality to provide financing under the PACE Program; and
 - 5.6.3 Whether, in the opinion of the CAO, approving the application would, in itself or in combination with other pending or approved applications, jeopardize the goal, stability, or sustainability of the PACE Program.
- 5.7 The PACE Program Charge shall be:
- 5.7.1 Subject to an interest rate set annually by the PACE Atlantic Governance Committee;
 - 5.7.2 Payable through pre-authorized payments over a term of either 5, 10 or 15 years. The Town and customer must mutually agree to the loan term before a project is authorized by the Town to proceed; and
 - 5.7.3 Eligible to be paid in full at any time by the property owner.
- 5.8 The form of the Participation Agreement must:
- 5.8.1 Be approved by the CAO;



POLICY

- 5.8.2 Identify the type of equipment, administrative fees, financing costs, and general terms and conditions that the owner agrees to prior to the installation commencing; and
- 5.8.3 Contain clauses that:
 - 5.8.3.1 Require the owner to obtain all necessary permits and approvals;
 - 5.8.3.2 Require the owner not to be participating in a mortgage deferral program;
 - 5.8.3.3 Require the owner to indemnify the Municipality;
 - 5.8.3.4 Enable the Town to claim any environmental credit associated with the installation;
 - 5.8.3.5 Acknowledge that the installation is the property and responsibility of the owner;
 - 5.8.3.6 Set out the amount of the PACE Program Charge, the interest rate for late payment, and the existence of the lien; and
 - 5.8.3.7 Set out any other terms that are consistent with the PACE Program Bylaw and this Policy and that the CAO determines are necessary.
- 5.9 An owner of a property participating in the PACE Program shall be eligible for a one-time grant of up to \$4000 if:
 - 5.9.1 The property is located in Zone A-2 Year as defined in the Development Constraints Map, Schedule B of the Town's Land Use Bylaw; and
 - 5.9.2 The associated project includes the installation of an eligible Energy Efficiency Upgrade (see: Section 6) and the removal of an oil heating system and/or associated heating oil storage.
- 5.10 Eligibility for PACE Program financing is limited to:
 - 5.10.1 Costs associated with Energy Efficiency Upgrades contained in section 6; and
 - 5.10.2 Costs related to the removal of fuel storage tanks located in the Well Head Buffer Zone identified in the Development Constraints Map, Schedule B of the Town's Land Use Bylaw.
- 5.11 Council will review and update this policy:
 - 5.11.1 Annually, between January 1st and March 31st of each year;
 - 5.11.2 With particular attention, but not limited, to the following matters:
 - 5.11.2.1 The program budget
 - 5.11.2.2 The minimum and maximum value of eligible project financing (Sections 5.3.2.1 and 5.3.2.2)
 - 5.11.2.3 The period during which a property owner having been in arrears on payment of their property taxes or municipal service fees should be



POLICY

- considered by the CAO when approving applications (Section 5.6.1) ;
- and
- 5.11.2.4 The system for determining the PACE Program Charge (Section 5.7.1).

6.0 Eligible upgrades and retrofits

6.1 Energy Efficiency Upgrades eligible for PACE Program financing are those included in the Federation of Canadian Municipality’s Community Efficiency Financing Application Guide. As of March 3, 2021, those include:

Building envelope	<ul style="list-style-type: none"> air sealing attic insulation basement insulation caulking exterior wall insulation weather stripping
Heating, ventilation, and air conditioning (HVAC)	<ul style="list-style-type: none"> air-source heat pump attic fan ceiling fan duct replacement duct sealing evaporative cooler furnace geothermal heat pump heat/energy recovery ventilator hydronic radiant heating system mini-split air conditioner mini-split heat pump programmable thermostat ventilation fan whole-house fan wi-Fi thermostat
Lighting	<ul style="list-style-type: none"> motion control dimmer switch LED lighting fixture
Water heating	<ul style="list-style-type: none"> drain water heat recovery electric heat pump storage water heater gas storage water heater gas tankless water heater



POLICY

	hot water delivery system
Windows, doors and skylights	exterior door exterior window shading device skylights and tubular daylight device exterior window window film
Solar electric	solar inverter solar panel
Solar thermal	solar pool heater solar water heater

6.2 In addition to the upgrades listed in section 6.1, PACE program financing can enable certain additional home improvements undertaken as part of an overall home energy project, subject to a cap of 30% of the total financing provided, including:

- 6.2.1 health and safety measures such as environmental remediation, electrical wiring improvements, and service upgrades that are required undertakings to permit energy improvements;
- 6.2.2 water efficiency improvements such as low-flow fixtures;
- 6.2.3 climate adaptation improvements such as back-flow prevention valves, sump pumps and basement waterproofing; and
- 6.2.4 alternative energy improvement such as electric vehicle charging stations, electric thermal storage systems, and battery storage systems.

 CAO or Town Clerk

 Date

REQUEST FOR DECISION 008-2022

Title: Development Agreement Discharge – 606 Main Street

Date: 2022-02-01

Department: Planning and Development



SUMMARY

Development Agreement Discharge – 606 Main Street

There is a development agreement in place at 606 Main Street to establish a dwelling unit in an accessory building and add on to the building for storage. The development has been completed and the property owners have requested that the development agreement be discharged.

DRAFT MOTION:

That Council approve the discharge of development agreement DA-09-02 - 606 Main Street – 859949 Alberta Ltd.

REQUEST FOR DECISION 008-2022

Title: Development Agreement Discharge – 606 Main Street

Date: 2022-02-01

Department: Planning and Development



1) CAO COMMENTS

The CAO supports the recommendation of Staff.

2) LEGISLATIVE AUTHORITY

The Municipal Planning Strategy grants Council the authority to enter into development agreements. The Municipal Government Act guides Council when discharging a development agreement. It states:

Discharge of development agreement

- 229 (1) *A development agreement is in effect until discharged by the council.*
- (2) *A council may discharge a development agreement, in whole or in part, in accordance with the terms of the agreement or with the concurrence of the property owner.*
- (3) *After a development agreement is discharged, the land is subject to the land-use by-law. 1998, c. 18, s. 229*

3) STAFF RECOMMENDATION

Staff recommend that the DA-09-02 606 Main Street be discharged.

4) REFERENCES AND ATTACHMENTS

1. Discharge Agreement (attached)
2. Development Agreement to be discharged (attached)

5) DISCUSSION

Under the guidance of our previous planning documents, the previous owners of 606 Main Street entered into a development agreement with the Town in 2009 to create a dwelling unit in an existing accessory building and to make an addition to the same building for storage. At the time (under the previous planning documents), a development agreement was required to permit the use.

The property has since been sold and the new owners would like to add dwelling units in the main house and an additional unit to the garage which is now permitted by Site Plan Approval under the new planning documents in the R3 zone. However, the existing development agreement prevents them from making application for the proposed changes to the garage and therefore they have requested that Council discharge the development agreement.

REQUEST FOR DECISION 008-2022

Title: Development Agreement Discharge – 606 Main Street

Date: 2022-02-01

Department: Planning and Development



The terms of the development agreement have been met except for standard clauses referring to storage of refuse containers, screening of utility equipment, and matters of general maintenance which are now covered in the Land Use Bylaw and Minimum Property Standards Bylaw.

6) FINANCIAL IMPLICATIONS

There will be a cost of approximately \$200.00 to cover legal fees to complete the registration of the discharge documents in the Land Registry.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The Town's new planning documents can be found [here](#).

- [Municipal Planning Strategy](#)
- [Land Use By-law](#)
- [Zoning Map](#)

8) ALTERNATIVES

- That Council not approve the discharge and the Development Agreement remains in place.

THIS DISCHARGE OF DEVELOPMENT AGREEMENT is made this ___ day of _____, 2022

WHEREAS:

- A. The Town of Wolfville (the "Town") entered into a Development Agreement with 859949 Alberta Ltd. dated September 21, 2009, which was registered at the Kings County Registry of Deeds on December 16, 2009, Document No. 94943512;
- B. Pursuant to section 229 of the *Municipal Government Act*, the Town may discharge the Development Agreement;
- C. Town Council passed a resolution discharging the Development Agreement, including the Amendment, at a meeting held on the XX day of XXXXXX, 2022.

NOW THEREFORE:

- 1. The Town of Wolfville hereby discharges the Development Agreement, including the Amendment.

BEFORE WITNESSES the party to this Discharge has executed it on the date set out above.

SIGNED, SEALED AND DELIVERED)

In the presence of:)

) TOWN OF WOLFVILLE

)By _____

) Mayor

Witness)

)By _____

) Town Clerk

**CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS**

I certify that on _____, 2022, _____ a witness to this discharge came before me, made oath, and swore that the TOWN OF WOLFVILLE caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

Form 26

Purpose: to record an interest in a parcel; or
to record a power of attorney in the power of attorney roll

Registration District: **Kings**
 Submitter's User Number: **2418**
 Submitter's Name: **James E. Dewar, Q.C., TMC LAW**

IN THE MATTER OF Parcel Identification Number
(PID):

55279905

(Maximum 9 PIDs per form)

Power of Attorney (Note: Completion is mandatory)

For Office Use Only

KINGS COUNTY LAND REGISTRATION OFFICE I certify that this document was registered or recorded as shown here. Quency Hatt, Regional Registrar	
99943512 Document #	LR <input checked="" type="checkbox"/> ROD <input type="checkbox"/>
DEC 16 2009 MM DD YYYY	8:59RB Time

The attached document is signed by attorney for a person under a power of attorney, and the power of attorney is (select one or more)

No power of Attorney applies to this document.

This form is submitted to record the attached document (select applicable box):

- in the parcel register as a recorded interest
- in the power of attorney roll
- power of attorney registered under the *Registry Act*, for duplication in the power of attorney roll

The following information relates to the interest being recorded:

Instrument Type	Agreement Re Use of Land
Expiry date (if applicable)	n/a
Interest holder and type to be added (if applicable) Note include qualifier (e.g., estate of, executor, trustee, person representative) if applicable.	Town of Wolfville (Party to Agreement)
Mailing address of interest holder to be added (for power of attorney, provide mailing address for donee)	359 Main Street, Wolfville NS B4P 1A1

May 4, 2009

Name and mailing address power of attorney donor to be added (if applicable)	n/a
Name and mailing address power of attorney donee to be added (if applicable)	n/a
Reference to related instrument in names-based roll/parcel register (if applicable) (for power of attorney to be duplicated, insert document/instrument number/year; include book/page if applicable).	n/a

The textual qualifications in the above-noted parcel register(s) are to be changed as follows:

Textual qualification on title to be removed (insert any existing textual description being changed, added to or altered in any way)	n/a
Textual qualification on title to be added (insert replacement textual qualification)	n/a

Certificate of Legal Effect:

I certify that, in my professional opinion, it is appropriate to make the changes to the parcel register(s) as instructed on this form.

Dated at Kentville, Kings County, Nova Scotia, this December 15, 2009.



 Signature of Authorized Lawyer

Name: James E. Dewar, Q.C.
 Address: 50 Cornwallis Street, Kentville NS B4N 2E4
 Phone: (902) 678-6156
 Email: dewar@tmclaw.com
 Fax: (902) 678-6082

This document does not affect non-land registration parcels.

This Development Agreement is made this 9th day of November, 2009.

BETWEEN:

859949 ALBERTA LTD
(Hereinafter called the "Developer")

OF THE FIRST PART

- and -

TOWN OF WOLFVILLE,
A municipal body corporate,
(Hereinafter called the "Town")

OF THE SECOND PART

WHEREAS the Developer has requested that the Town enter into a development agreement relating to the use and development of the lands pursuant to the provisions of the Municipal Government Act and the Municipal Planning Strategy for the Town of Wolfville;

AND WHEREAS a condition of granting approval for the development of the lands is that the parties enter into this development agreement;

AND WHEREAS the Town Council of the Town, at its meeting on September 21, 2009, approved entering into this development agreement to permit the conversion of an existing accessory building to a main building including a dwelling unit on the lands, subject to the registered owner of the land entering into this development agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the covenants made in this development agreement and other valuable consideration the Developer and the Town agree to the following terms.

1. Schedules

1.1 The following schedules form part of this Development Agreement:

- Schedule "A" Plans and Specifications
- Site Plan dated July 9, 2009
 - Front and Right Elevations prepared by Rafuse Home Hardware Building Centre dated July 6, 09.
 - Back and Left Elevations prepared by Rafuse Home Hardware Building Centre dated July 6, 09
- Schedule "B" Legal description of the lands

2. Definitions

2.1 In this development agreement:

"Building By-Law" means Chapter 65 of the By-Laws of the Town of Wolfville.

"Building Code Act" means an Act to adopt and implement a building code for the Province of Nova Scotia RSNS 1989 Chapter 46.

"Developer" means the owner(s) of the lands (one of the parties to this development agreement), their heirs, successors, assigns, and all subsequent owners of the lands.

"Development" means the conversion of an existing accessory building on the lands to a main building through the creation of a dwelling unit within the building and an addition to the building for the purposes of general storage.

"Development Officer" means the Development Officer appointed by the Town of Wolfville under the provisions of the Municipal Government Act.

"Effective date" means the date on which this Development Agreement is deemed to be entered into under the terms of this Development Agreement.

"Lands" means the real property in the Town of Wolfville owned by the developer and as described in Schedule "B".

"Landscaped area" means an area with any combination of living plants, such as trees, shrubs, vines, ground covers, flowers, or grass; natural features such as rock, stone, bark chips or shavings; and structural features, including but not limited to, fountains, reflecting pools, outdoor art work, screening walls, fences, or benches; which are designed to enhance the visual amenity of a property or screen any objectionable features which may detrimentally affect adjacent land; but not including features defined as hard surface in this Development Agreement.

“Land Use By-Law” means the Land Use By-Law of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville Town Council under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Land Use By-Law adopted by Council on September 23, 2008, and recorded at the Kentville Land Registry Office on November 6, 2008, as Document Number 92078600.

“Municipal Planning Strategy” means the municipal planning strategy of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville Town Council under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Municipal Planning Strategy adopted by Council on September 23, 2008, and recorded at the Kentville Registry of Deeds Office on November 6, 2008, as Document Number 92078543.

“MGA” means the *Municipal Government Act*, S.N.S. 1998, c. 18, as amended.

“Planning documents” means Land Use Bylaw, Municipal Planning Strategy, and Subdivision Bylaw.

“Subdivision Bylaw” means the Subdivision Bylaw and the Subdivision Regulations of the Town of Wolfville.

“Town” means the Town of Wolfville, a body corporate with head office at the Town Hall in the Town of Wolfville, County of Kings and Province of Nova Scotia.

- 2.2 Where terms (words or phrases) are not defined in this development agreement, definitions in the Town’s planning documents shall apply. Where terms are not defined in the planning documents, definitions in the MGA shall apply. Where terms are not defined in the aforementioned sources, their ordinary meaning shall apply.

3. Relevance of Planning Documents and Other Regulations

- 3.1 This development agreement contains definitions and regulations for the development. It complements the Town’s planning documents. Unless specified in this development agreement, requirements in the Town’s Planning Documents shall apply. Where there is a conflict between this development agreement and the planning documents, this development agreement shall prevail.
- 3.2 Regulations outside of this development agreement or the Town’s planning documents may be applicable to the development. However, the terms of this development agreement shall not be materially changed in order to comply with such regulations without an amendment to this development agreement.

4. Background

The developer wishes to create a dwelling unit in an existing accessory building on the lands and to make an addition to this same building for the purposes of general storage. The Municipal Planning Strategy requires that such a project be approved by a Development Agreement. The parties have therefore agreed to enter this Development Agreement.

5. Terms

5.1 Development Conditions

5.1.1 Permits and Approvals

- 5.1.1.1 This development agreement allows the developer to obtain development permits, other permits, and permissions to construct the development according to the Plans and Specifications of Schedule "A" and the terms of this Development Agreement.
- 5.1.1.2 The developer shall be responsible for obtaining all necessary permits and approvals required by law for the development, including but not limited to development permits, building permits, and any approvals from the Province of Nova Scotia.
- 5.1.1.3 Obligations or other requirements in this development agreement are those of the developer, unless otherwise specified.

5.1.2 Land Use

- 5.1.2.1 The permitted land uses shall be those described within the "Development" definition of this Agreement.
- 5.1.2.2 Subdivision of the lands to create an additional lot shall not be permitted.

5.1.3 Landscaping & Site Improvements

- 5.1.3.1 The Developer shall establish and maintain all non hard surface areas on the lands as landscaped areas.
- 5.1.3.2 All hard surfaces and landscaped areas on the property that are disturbed by construction related to the development shall be reinstated.
- 5.1.3.3 The developer acknowledges that all building services for municipal water and sewer located on the lands are owned by the developer and any required maintenance and/or replacement of these services are the responsibility of the developer.

5.1.4 Refuse

- 5.1.4.1 Refuse, compost, recyclables, and other similar matters shall be stored within the building, or within accessory structures or containers pursuant to the requirements of the Land Use Bylaw, Solid Waste Bylaw, and other applicable regulations.
- 5.1.4.2 Containers referenced in 5.1.4.1 shall be located so that they are visually screened.
- 5.1.4.3 Utility equipment such as mechanical and electrical equipment shall be visually screened.

5.1.5 General Maintenance

- 5.1.5.1 Buildings, landscaping, and other related features shall be maintained in good condition.
- 5.1.5.2 Further to 5.1.5.1, grass lawns shall be maintained to a mowed height and condition.

5.1.6 Timing

- 5.1.6.1 This development agreement shall be deemed to be entered into on the day following the day on which the time for appeal of Town Council's approval to enter it has elapsed, or the day on which any appeals have been disposed of and the policy of the Wolfville Town Council approving this Development Agreement has been affirmed by the Nova Scotia Utilities and Review Board, under the provisions of the MGA, or other judiciary body as applicable. All other time requirements imposed in this development agreement shall be calculated from that date, the effective date.
- 5.1.6.2 The development shall be complete, including all the requirements of this development agreement, within two years of the effective date of the development.

5.1.7 Amendment

- 5.1.7.1 With the exception of matters which the Town and the developer do not consider to be substantive, the amendment of any other matter in this development agreement can only be made under the provisions of Section 230 of the MGA, including the holding of a Public Hearing.
- 5.1.7.2 Following are matters in this development agreement which the Town and the developer do not consider to be substantive:

(a) The requirements for completion imposed by 5.1.6.2

5.1.7.3 The Development Officer may approve a request by the developer for a minor variation or modification to the plans and specifications of the development as included in Schedule "A", provided the requested change is substantially compliant with the terms and intent of the development agreement.

5.1.8 Expenses

5.1.8.1 The developer shall pay all costs and expenses incurred by the Town related to this development agreement including but not limited to; advertising; notification of adjoining landowners; and solicitor's fees and disbursements incurred in drafting this development agreement.

5.1.8 Liability

5.1.8.1 The developer shall be liable for any damage caused to persons or public or private property by the developer or any contractor or other individual doing work related to the development. The developer shall indemnify the Town and save it harmless from any claim, cause of action, or liability in any way relating to the development. The developer shall obtain and maintain in force throughout the course of construction on the development, liability insurance coverage to insure the responsibilities which the developer is assuming in this section.

5.1.8 Default

5.1.8.1 If the developer fails to comply strictly with any term of this development agreement or any legislation applicable to this development agreement, the Town may, after 30 days notice in writing to the developer, enter the lands and perform any obligation with which the developer has failed to comply strictly. All expenses arising out of the entry of the lands and performance of the obligations may be recovered by the Town from the developer by direct suit and shall form a charge upon the lands. The developer shall pay interest on any sum so expended by the Town at the same monthly rate charged by the Town for tax arrears on the outstanding balance from time to time. Such interest costs shall be treated as an expense.

5.1.8.2 If the developer breaches any of the terms of this development agreement, the Town, at its sole option, may:

- (a) Terminate this development agreement;
- (b) Exercise its rights under paragraph 5.1.8.1 above; or,
- (c) Take no action.

- 5.1.8.3 Any election by the Town to take no action on a breach of this Development Agreement by the developer shall not bar the Town from exercising its rights under this Development Agreement on any other breach.
- 5.1.8.4 Any expenses incurred by the Town in exercising its rights under sections 5.1.8.1 and 5.1.8.2, or either of them, shall be paid by the developer to the Town. Such expenses may include, but are not limited to, costs incurred in returning property owned by the Town, or the lands, to their original condition before the beginning of work on the development and all solicitors' fees and disbursements incurred in terminating or discharging this development agreement. Such expenses shall be payable by the developer to the Town as a debt and may be recovered from the developer by direct suit. They shall form a charge upon the lands.

6. Warranties by the Developer

6.1 Title and Authority

6.1.1 The developer warrants as follows:

- (a) The developer has good title in fee simple to the lands or good beneficial title subject to a normal financing encumbrance. No other entity has an interest in the lands which would require their signature on this development agreement to validly bind the lands or the developer has obtained the approval of every other entity which has an interest in the lands whose authorization is required for the developer to sign this development agreement to validly bind the lands.
- (b) The developer has taken all steps necessary to, and it has full authority to, enter this development agreement.

7. Full Agreement

7.1 Other Agreements

- 7.1.1 This development agreement constitutes the entire agreement and contract entered into by the Town and the developer. No other agreement or representation, whether oral or written, shall be binding.
- 7.1.2 This development agreement shall not be a precedent for any other agreement either between the Town and the developer or between the Town and any other party.

8. Notice

Any notice to be given under this development agreement shall be made in writing and either served personally or forwarded by courier or by registered mail, postage prepaid, if to the Town to:

Town of Wolfville
Town Hall
359 Main Street
Wolfville, Nova Scotia
B4P 1A1
Attention: Development Officer

and if to the Developer:

859949 Alberta Ltd
Attn: James Wright
606 Main Street
Wolfville, Nova Scotia
B4P 1E8

9. Headings

The headings used in this development agreement are for convenience only. If any of the headings are inconsistent with the provisions of the development agreement which it introduces, the provisions of the development agreement shall apply.

10. Binding Effect

This development agreement shall endure to the benefit of and be binding upon the parties to this development agreement, their respective successors, administrators, and assigns.

11. Execution

In witness of this Development Agreement the parties have signed, sealed and delivered it to each other on the date set out at the top of the first page.

SIGNED, SEALED AND DELIVERED)
In the presence of:)

Kerry Baxter
Witness

TOWN OF WOLEVILLE

By

MAYOR

By

CHIEF ADMINISTRATIVE OFFICER

SIGNED, SEALED AND DELIVERED)
In the presence of:)

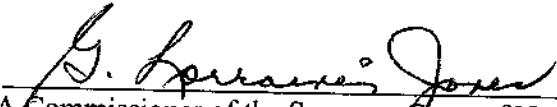
Charles Warren
Witness

By

859949 ALBERT LTD

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

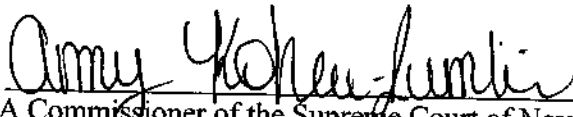
I certify that on NOVEMBER 12, 2009, KATHY DAXTER
a witness to this agreement came before me, made oath, and swore that the **TOWN OF
WOLFWILLE**, caused the same to be executed by its proper officers who affixed its Corporate
Seal and subscribed their hands in its name and in its behalf in ~~his~~/her presence.


A Commissioner of the Supreme Court of Nova Scotia

G. LORRAINE JONES
A Commissioner of the
Supreme Court of Nova Scotia

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on November 9, 2009, Charles Warren
a witness to this agreement came before me, made oath, and swore that **859949 ALBERTA
LTD** caused the same to be executed by its proper officers who affixed its Corporate Seal and
subscribed their hands in its name and in its behalf in his/her presence.


A Commissioner of the Supreme Court of Nova Scotia

AMY L. KOHLER-JUNKIN
A Commissioner of the Supreme
Court of Nova Scotia

Schedule "A"

608 MAIN STREET



11 FT. (APPRX.)

GARAGE

12 FT. (APPRX.)

PROPOSED 10 FOOT ADDITION TO GARAGE

PAVED PARKING AREA

606 MAIN (EXISTING DWELLING)

PID - 55279905

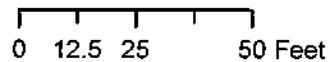
PAVED DRIVEWAY

MAIN STREET

SITE PLAN:
606 MAIN STREET - PROPOSED GARAGE ADDITION

JULY 9, 2009

1 inch = 40 feet



Schedule "B"
Description of Lands

ALL that certain lot, piece or parcel of land and premises situate at Wolfville, in the County of Kings and Province of Nova Scotia, bounded and described as follows:

BEGINNING on the north side of Main Street at the southwest corner of land formerly of William H. Chase and now of Aaron Fishman;

THENCE running westerly by the north side of said Main Street, or Post Road, to the southeast corner of land formerly of Charles S. Fitch and now of Mary Eaton;

THENCE northerly by the east line of said Charles S. Fitch (now Eaton) and the east line of the Estate of the late George Thomson, deceased, now of L. R. Fairn, to the Dominion Atlantic Railway;

THENCE easterly by the south line of the Dominion Atlantic Railway to land of the said Fishman (formerly William H. Chase);

THENCE southerly by the west line of land of said Fishman (formerly William H. Chase) to said Main Street and place of beginning, containing two acres, more or less.

EXCEPTING thereout and therefrom that certain portion conveyed to Shirley Foshay by deed from Edith Stairs, dated October 9, 1951, and recorded at the said Registry of Deeds in Book 178 at Page 676, more particularly bounded and described as follows:

COMMENCING at a cement post on the southern boundary of land of the Dominion Atlantic Railway, which post marks the northwest corner of land of the Grantor (Edith Stairs) and the northeast corner of land of one Fairn;

THENCE easterly along the southern boundary of said Railway land for a distance of One Hundred and Thirty-Two Feet (132), or to an iron pipe marking the northeast corner of land of the Grantor and the northwest corner of land of one Aaron Fishman;

THENCE South 8.5 degrees West along the Western boundary of said Fishman land for a distance of Four Hundred and Twenty-Three Feet (423) to an iron pipe driven;

THENCE North 81.5 degrees West for a distance of One Hundred and Thirty-Three Feet (133) to an iron pipe driven in the eastern boundary of said Fairn land;

THENCE in a northerly direction along the eastern boundary of said Fairn land to the place of beginning.

TOGETHER WITH a right-of-way unto the Grantee (Shirley Foshay) her heirs and assigns, the owner or owners for the time being of those lands and premises hereinbefore described, and her and their agents, servants, workmen and invitees, in common with the Grantor, her heirs and assigns, for persons, animals and vehicles through, along and over a certain parcel of land ten (10) feet in width and extending from the Southern boundary of the land hereinbefore described to the Northern boundary of Main Street - the centre line of the said Ten (10) feet right-of-way being established in manner following; that is to say:

COMMENCING at a point in the Southern boundary of the land hereinbefore described Twenty-Eight

and one-half (28.5) feet distant from the iron pipe driven in the Eastern boundary of said Fairn land;

THENCE South 17 degrees West for a distance of One Hundred (100) feet;

THENCE South 14 degrees West for a distance of Fifty (50) feet;

THENCE South 6.5 degrees West to the Northern boundary of said Main Street;

THE said land and premises hereinbefore described, together with the centre line of said right-of-way being more fully and particularly shown on the plan prepared by Graydon D. Spence, P.L.S. in September, 1951 and filed in the Office of the Registry of Deeds on October 15, 1951.

BURDENS:

SUBJECT HOWEVER TO an Agreement regarding the shared driveway running over the above right-of-way dated 2 July, 2003, and registered in the Kings County Registry Office in Book 1386 at Page 486 as Document Number 4073, more particularly described as follows:

ALL and singular the land and premises situate to the North of property belonging to Edith Stairs situate on the north side of Main Street, in the Town of Wolfville, County of Kings, Province of Nova Scotia and described as follows:

COMMENCING at an iron pipe set where the western boundary line of lands of Aaron Fishman intersects the northern boundary line of lands of the said Edith Stairs;

THENCE Northerly along the said Western boundary line of lands of Aaron Fishman for a distance of One Hundred and Forty-Five Feet Six Inches more or less, or to a fence post;

THENCE Westwardly along said fence post line for a distance of One Hundred and Thirty-Three Feet and Six Inches more or less, or to the Eastern boundary line of lands of L.R. Fairn;

THENCE Southerly along the Eastern boundary line of lands of L.R. Fairn for a distance of One Hundred and Thirty-Eight (138) feet more or less, or to an iron pipe;

THENCE Eastwardly along the said Northern boundary line of land of Edith Stairs for a distance of One Hundred and Thirty-Three Feet more or less, or to the place of beginning.

TOGETHER WITH a right-of-way unto the Grantee, his heirs and assigns, the owner or owners, for the time being of those lands and premises hereinbefore described, and him and their agents, servants, workmen and invitees, in common with Edith Stairs, her heirs and assigns for persons, animals and vehicles through, for and over a certain parcel of land ten feet in width and extending from the Southern boundary of the land hereinbefore described to the Northern boundary of Main Street, the center line of the said ten foot right-of-way being established in manner following, that is to say:

COMMENCING at a point in the Southern boundary of the lands hereinbefore described 28.5 feet distant from the iron pipe driven in the Eastern boundary of said Fairn lands:

THENCE South 17 degrees West for a distance of 100 feet;

THENCE South 14 degrees West for a distance of 50 feet;

THENCE South 6.5 degrees West to the Northern boundary of said Main Street.

The said lands and premises hereinbefore described together with the center line of said right-of-way being more fully and particularly shown on the plan prepared by Graydon D. Spence, P.L.S., in September 1951, and filed in the Office of the Registry of Deeds.

TOGETHER WITH the right or easement to the Grantor, their heirs and assigns, the owner or owners for the time being of those lands and premises hereinbefore described, and them and their agents, servants and workmen, to enter into and upon the lands of the said Edith Stairs, her heirs and assigns, from time to time as necessary for the purpose of excavating the earth and renewing, repairing or replacing the water pipes and sewer pipes extending from the house on the property hereinbefore described, or any other house or building hereafter erected thereon, across, through or over the lands of the said Edith Stairs to Main Street aforesaid.

I certify that this legal description is intended to describe, the same parcel as represented by PID Number 55279905.

RECORDED
INDEXED
1951



POLICY

Council Video Conferencing Policy

Policy Number: 120-804	Supersedes Policy Number: Not Applicable or Policy No.
Effective Date: 2022-XX-XX	Approved by Council Motion Number:

1.0 Purpose

The Town of Wolfville (the "Town") is committed to providing a work environment that keeps our employees, Council members and the community safe, while minimizing disruption to workflow. The COVID-19 pandemic has shown that we must find alternative, secure solutions to enable meetings of Council and the work of Council to continue without interruption.

The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in the *Municipal Government Act*.

2.0 Scope

2.1 Public Notice

- 2.1.1 A council meeting or council committee meeting may be conducted by videoconference if, at least two days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted;
- 2.1.2 The notice to the public referred to in section 2.1.1 must be given by:
 - i. publication in a newspaper circulating in the municipality;
 - ii. posting on the **Town of Wolfville's** publicly accessible Internet site and in at least five conspicuous places in the municipality; or
 - iii. such other method permitted by regulation.
- 2.1.3 Notwithstanding section 2.1, where the mayor determines that there is an emergency, a meeting may be conducted by videoconference without notice or with such notice as is possible in the circumstances.



POLICY

2.2 All Council members attend by videoconference

2.2.1 The Clerk may require all Council members to appear at a meeting by videoconference if each Council member and the Town have videoconferencing equipment available that will:

- iv. enable the public to see and hear each Council member participate in the meeting by videoconference;
- v. enable each Council member to see and hear every other Council member participate in the meeting by videoconference.

2.3 One or more Council members attend by videoconference

2.3.1 Except as provided in section 2.2, Council members must attend Council meetings in person or, if approved by the Clerk pursuant to section 2.3.2, one or more Council members may appear at a meeting by videoconference.

2.3.2 Subject to the other provisions of this Policy, the Clerk shall grant permission to a Council member to participate in a meeting, or part of a meeting, by videoconference if:

- i. prior to the meeting, the Council member provides written notice to the Clerk indicating that the Council member wishes to attend the meeting by videoconference;
- ii. the Council member has not participated in more than **[2]** meetings by videoconference in the preceding **[12]** months in addition to meetings in which all Council members participated by videoconference;

2.3.3 the Council member has videoconferencing equipment available that will:

- i. enable the public to see and hear the Council member participate in the meeting by videoconference; and
- ii. enable the Council member to see and hear each of the Council members who are attending the Council Meeting by videoconference or in person.

2.3.4. the **Town of Wolfville** has videoconferencing equipment available that will:



POLICY

- i. enable the public to see and hear the Council member participate in the meeting by videoconference;
- ii. enable the Council member to see and hear each of the Council members who are attending the Council Meeting by videoconference or in person; and
- iii. enable every Council member who is attending the meeting by videoconference or in person to see and hear all other Council members who are attending the meeting by videoconference or in person.

2.3.5 Any Council member participating by videoconference in a meeting shall be deemed to be:

- i. present at those parts of the meeting in which a Council member is permitted to participate by videoconference under this Policy; and
- ii. absent for any parts of the meeting in which a Council member is not permitted to participate by videoconference under this Policy.

2.3.6 The Clerk shall not grant permission to a Council member to participate by videoconference in any of the following:

- i. any part of a meeting during which the issue under discussion will be decided by a vote held by secret ballot;
- ii. vote held by secret ballot.

2.4 Technological problems - failure to connect or disconnection

2.4.1 If technological problems prevent a Council member from participating in a meeting prior to the meeting commencing, the Council member shall be marked absent from the meeting.

2.4.2 If a Council member becomes disconnected from the meeting due to technical problems or other reasons, the minutes shall reflect that the Council member left the meeting at the time of the disconnection.

3.0 References

3.1 *Municipal Government Act*, R.S.N.S. 1998, c.18:



POLICY

4.0 Review of Policy

The Town will review this Policy every four years.

5.0 Definitions

- 5.1 **“Town”** means the Town of Wolfville
- 5.2 **“Council”** means the Council of the Town of Wolfville;
- 5.3 **“Council member(s)”** include(s) the Mayor; and
- 5.4 **“meeting”** means a regular or special meeting of Council.

CAO or Town Clerk

Date

DRAFT



Policy Discussion
Laura Morrison

COUNCIL VIDEOCONFERENCING POLICY

DISCUSSION

NOTICE TO PUBLIC



Currently:

- Website
- Social Media Platforms

- Other requirements?



ATTENDANCE



- Should there be a limit on the number of times a Council member can attend meetings virtually?



REQUIREMENTS/PERMISSION

- Should Council have to request permission in writing?
- Notice period?



COMMITTEES OF COUNCIL



- Should this policy be applied to all Committees of Council?



ANYTHING ELSE?



COMMITTEE UPDATE

Title: Valley Waste Management
Date: February 1, 2022
Department: Committee of the Whole



UPDATE

The Valley Waste Management Board met on January 19th.

General Manager's Report:

- Several staff are out sick and recent turn-over of operators and labourers is a concern. Staff will bring forward a request to the Board for a salary review.
- Over the past year household waste is up 21% and hazardous waste by 12% - reflecting a change in typical patterns perhaps resulting from the ongoing pandemic and people staying home more and working on home projects.
- Would like Board to consider annual reserves for equipment and GM will incorporate an amount for an equipment reserve in the upcoming budget.
- Consultations are underway for a full Extended Producer Responsibility (EPR) for printed paper and packaging (PPP).
- Preliminary assessment of the 2020 ban on single use plastics in one recycling facility in NS identified a drop from roughly 20% of a bale of material to less than 1% now.

Enforcement Update:

- November and December saw 18 cases of illegal dumping and 6 incidents of illegal burning. Six other enforcement cases involved set-out/retrieval issues, waste accumulation, improper sorting and storage.

Operations Update:

- Recruitment is underway to fill 2 vacancies and succession planning to address imminent retirements is underway.
- Signage upgrades and replacements are now complete for both management sites (EMC and WMC).
- Several new vehicles and large pieces of equipment have been received or are being investigated.

Education and Communications Update:

- School visits continue.
- The Canadian Federation of University Women is organizing an on-site tour of the management site for their members.
- Work continues with large apartment complexes and within cottage country re the management of waste. It was noted that there are approximately 330 full time properties on the private roads previously serviced with end of road cottage bins. Road accessibility for curbside pick up can be an issue.
- 26,000 2022 Waste Management Calendars have been distributed through Flyer Services and for pick up in local libraries and municipal offices.
- VW uses social media to educate and provide information to residents. During the month of December Facebook reach increased by almost 100% while Instagram declined by 35%.

Respectfully Submitted
Mayor Wendy Donovan

COMMITTEE UPDATE

Title: Diversity Kings County Committee

Date: January 5, 2022

Department: Committee of the Whole



The last meeting of Diversity Kings was held in Council Chambers on January 5, 2022. The next meeting will be held on March 7, 2022.

Kenisha gave an overview of the strategy for continuing the relationship with the community. She pointed key components in development elements, such as leadership, policy transformation, equitable hiring, truth awareness, showcasing cultural diversity, delivery of service, and how Municipalities act with equity, diversity, and inclusion.

The next meeting will focus on a new Action Plan, and topics will be brought forward as we divide into smaller working groups for discussion.

The bulk of the meeting was focused on discussing African Heritage month. Starting on February 1/22, with a message from the Municipality and the start of public education through a radio ads campaign. The theme this year is; “Through Our Eyes: The Voices of African Nova Scotians”. On February 7, African Heritage month Proclamation and the month of Activities will be launched.

A lot of work went into the planning of February’s events, as virtual and hybrid are terms, we are all used to as we “pivot “to make things happen! The calendar of events will be added to social media outlets shortly, so stay tuned. Councillors on the Diversity committee have been invited to talk about why we chose this committee to be a part of. I am certainly looking forward to sharing my journey of learning more about equity, diversity, and inclusion.

Respectively submitted by:

Councillor Jennifer Ingham

COMMITTEE UPDATE

Title: Recreation Task Force
Date: February 1, 2022
Department: Committee of the Whole



UPDATE

Highlights of current activities:

- The Consultants continue with information gathering and are close to completion of this piece.
- Jon Hack the project lead met with Wolfville and Kings Councils last week in mid-January and are scheduled to meet with Kentville Council in February.
- The accessibility engagement session was postponed and is being rescheduled for early in February.
- The next meeting of the working group will be scheduled following the meeting with Kentville Council. At that time the Consultant will outline preliminary recommendations for what the facility will include, with discussion on that topic.
- The project is on track for Phase 1, although weather and CoVid related events and circumstances has created some delay in the initially planned timing.
- Government funding of \$55,000 related to Phase 1 has now been secured. This may affect the amounts contributed by each participating municipality and will be discussed at the next working group meeting. It is anticipated this will result in some savings.

Respectfully Submitted
Mayor Wendy Donovan

COMMITTEE UPDATE

Title: IMSA Discussions
Date: February 1, 2022
Department: Committee of the Whole



UPDATE

The IMSA Committee met virtually on January 21st.

Highlights:

- Brittany Mastroianni and Kenisha Gordon Municipality of Kings County, Community Development and Diversity Specialist staff respectively, provided a presentation titled “Toward Equity and Diversity: A Strategy for Belonging in the Kings Region” for consideration by the IMSA group. The presentation provided an overview of the Kings Diversity work. The purpose was to ask members if this was a service to be considered as a joint service area under the IMSA process. It was agreed that each CAO would bring a report to their respective Council for discussion as to whether or not to be part of that process, and what the benefits to each municipality would be and the associated costs. *Note this is not the same as having a councillor on the Kings Diversity Cttee but rather buying into the cost of that Department.*
- Future items for discussion related to shared services will include the Valley REN and Climate Change services. CAO Beaudin provided a verbal update on these two service areas.
- Ads have been placed for the GM for the new IMSA operation. An interview/hiring committee of 2 CAO’s and 2 Mayors will be created. It was suggested and generally agreed that the CAO’s and Mayors should be from different municipalities. CAO Beaudin will be one of the CAO’s on the interview cttee.

DRAFT MOTION

That the Kings Region members of the IMSA Working Group recommend their respective Councils instruct their CAOs to collaborate with the other CAOs in Kings County in the preparation of a draft Diversity Intermunicipal Services Agreement.

Respectfully Submitted
Mayor Wendy Donovan